
Collective Agreement

Between

Regional Municipality of Waterloo

and

Canadian Union of Public Employees
Local 1883

Begins:
07/01/2004

Terminates:
06/30/2007

07192(09)

CUPE LOCAL 1883

ARTICLE INDEX

<u>ARTICLE</u>	<u>CLAUSE</u>	<u>PAGE</u>
ARTICLE 1 - PURPOSE		11
Definition	1.01	11
ARTICLE 2 - RECOGNITION AND DEFINITIONS		11
Definition	2.01	11
Volunteers	2.05	12
Definitions of Employees	2.06	12
Retirement Age	2.07	14
ARTICLE 3 - NO DISCRIMINATION		15
Definition	3.01	15
Workplace Harassment and Violence	3.02, 3.03	15
ARTICLE 4 - CHECK OFF UNION DUES		17
Compulsory check-off	4.01	17
Commencing dues	4.02	18
ARTICLE 5 - MEMBERSHIP IN THE UNION		19
Members hip	5.01	19
Employee Status Report	5.03	19
Provision of Home Addresses	5.04	19
ARTICLE 6 - MANAGEMENT RIGHTS		20
Definitions	6.01	20
Transfer of Work to Region	6.02	21
ARTICLE 7 - NO STRIKES OR LOCKOUTS		21

ARTICLE 8 – SENIORITY		21
Seniority Defined	8.00a)	21
Probationary Period	8.01a)	22
Employee Movement Between Unions	8.01d)	23
Seniority Lists	8.02	23
Layoff/Recall/Bumping	8.03	23
Computer Generated Number	8.04	27
Loss of Seniority	8.06	28
Outside Bargaining Unit up to 60 days	8.07a)	30
Temporary Outside Bargaining Unit	8.07b)	30
Over 60 days		
Previous Seniority	8.07c)	31
Resignation	8.09	31
 ARTICLE 9 - JOB VACANCIES		 32
Job Postings	9.01	32
Extension of Start Date	9.02	34
Temporary Vacancies	9.03	34
Temporary Assignments Under 60 Days	9.04	34
Trial Period in a New Position	9.05a)	35
New Position/Changed Job Descrip/Class	9.07a)	36
Five Year Review	9.08	38
 ARTICLE 10 - CORRESPONDENCE	 10.01	 38
 ARTICLE 11 - UNION REPRESENTATION		 39
Stewards	11.01a)	39
Leaving work to Attend Union Duties	11.04	40
Joint Labour/Management Meetings	11.05	41
 ARTICLE 12 - GRIEVANCE PROCEDURE		 41
Grievance Steps	12.01	41
Policy/Union/Management Grievance	12.03	43

ARTICLE 13 - DISCIPLINE, SUSPENSION & DISCHARGE		44
Union Representation	13.01 a)	44
Letters of Counsel	13.01 c) ii	45
Removal of Discipline from File	13.01 d)	45
Unjust Discharge/Suspension	13.02	46
ARTICLE 14 - ARBITRATION		47
Definition	14.01	47
ARTICLE 15 - SPECIFIED HOLIDAYS		49
Paid Holidays Full-Time	15.01	49
Qualifying for Paid Holidays	15.02	50
Regularly scheduled to work	15.03	50
Not Scheduled to work	15.05	51
ARTICLE 16 - VACATIONS		51
Entitlement	16.01	51
Carryover	16.03	53
Scheduling Vacations	16.05 a)	53
Vacation Pay - tft and pt	16.08	54
Personal Illness while on Vacation	16.09	54
Probationary employees	16.10	55
ARTICLE 17 - LEAVE OF ABSENCE		55
Union Leave	17.01	55
Jury Duty or Witness	17.02	57
Bereavement Leave	17.03	58
Pregnancy/Parental/Adoption Leave	17.04	59
Unpaid Personal Leave	17.05	62
Education Leave	17.06	62
Prepaid Leave Plan	17.08	64

ARTICLE 18 - HOURS OF WORK, SCHEDULES, BREAKS AND REPORTING		64
Standard Hours	18.01	64
Schedules	18.02	64
Breaks	18.03	65
Reporting	18.04	65
ARTICLE 19 - PREMIUM PAY AND ALLOWANCES		65
Overtime	19.01	65
Call-in	19.02	67
Stand-by Call	19.03	68
Meal Allowance	19.04	69
Temporary Assignments	19.05	69
Shift Premiums	19.06	70
ARTICLE 20 - ABSENCE FROM WORK		71
Medical Certificates	20.02a)	71
Modified Duties	20.05	73
ARTICLE 21 - SAFETY		76
ARTICLE 22 - CLOTHING		77
ARTICLE 23 - HEALTH AND WELFARE BENEFITS		81
Benefits Available	23.02	82
Long Term Disability Plan	23.03	85
Dental Plan	23.04	85
Accidental Death & Dismemberment Ins.	23.05	86
Sick Leave Plan	23.06	86
Employee's Pension Plan	23.07	87
Retirees Benefits/Early Retirees	23.08	87
Prescription Safety Eye Glasses	23.09	89
ARTICLE 24 - COPIES OF AGREEMENT		90

ARTICLE 25 - BULLETIN BOARD	90
ARTICLE 26 - SALARIES/WAGES - CAR ALLOWANCE PROFESSIONAL FEES	91
ARTICLE 27 - FEDERAL AND/OR PROVINCIAL JOB CREATION PROJECTS, EMPLOYMENT DEVELOPMENT PROGRAMS, OR OTHER SUCH PROGRAMS	92
ARTICLE 28 - WORKPLACE SAFETY AND INSURANCE BENEFITS	93
ARTICLE 29 - TECHNOLOGICAL CHANGE	94
ARTICLE 30 - PERFORMANCE DEVELOPMENT PLANS	95
ARTICLE 31 - MISCELLANEOUS	97
ARTICLE 32 - TERM OF AGREEMENT	97
SCHEDULE "A" - SALARY SCHEDULE	99 109
APPENDIX "A" CONTINUED	110
APPENDIX "B" WORK CLOTHING REQUEST FORM	111
APPENDIX "C" - PREPAID LEAVE POLICY	113
Memorandum of Understanding	113
Terms and Conditions	116
APPENDIX "D" - JOB SHARING PROGRAM	125

LETTERS OF UNDERSTANDING

Union Leave for President, Miscellaneous	133
Joint Health & Safety Committees/Core Committee	135
Occupational Health & Safety Act	137
TFT Employees Employed Through SEEP Funding	138
Ontario Works	139
Flexible Hours of Work	140
Maintenance Process for Job Evaluation/Pay Equity	143
JE/Pay Equity and Mtce Process Agreement	150
Workplace Safety & Insurance Board	151
Job Differential	152
Merger, Amalgamation and Contracting Out	153
Voluntary Exit Option (VEO)	156
Compressed Work Week	162
Clothing	163
Weekend Work	164
Retiree Benefits	165

TOPICAL INDEX

<u>TITLE</u>	<u>ARTICLE</u>	<u>PAGE</u>
Absence From Work, (Modified Duties)	20	71
Arbitration	14	47
Bulletin Board	25	90
Check-off Union Dues	4	17
Clothing	22, Appendix B	77, 111
Copies of Agreement	24	90
Correspondence	10	38
Definitions of Employees		
Discipline, Suspension and Discharge	13	44
Employee Complaints	12	41
Federal and/or Provincial Job Creation Projects	29	94
Five Year Review	9	32
Flexible Hours of Work		
Grievance Procedure	12	41
Health & Welfare Benefits	23	81
Hrs of Work, Schedules, Breaks and Reporting	18	64
Job Differential	Letter	152
Job Evaluation, Maintenance Process	Letter-	143
Job Sharing	Appendix D	125
Job Vacancies/Postings	9	32
Joint Labour/Management Meetings	11	39
Leave of Absence, (Union Leave,	17, Appendix C	55, 113
Jury Duty, Bereavement Leave, Maternity,	Letter	133
Parental, Adoption, Paternity Leave,		
Prepaid Leave, Education Leave, Unpaid Personal Leave)		
Layoff/Recall/Bumping	8	24
Letter of Counsel	13	44
Management Rights	6	20
Medical Certificates	20	71
Merger and Amalgamation	Letter	153
Membership in the Union	5	19
Miscellaneous	31	97
Modified Duties	20	73

<u>TITLE</u>	<u>ARTICLE</u>	<u>PAGE</u>
New Position/Changed Job Description/Class	9	32
No Discrimination	3	15
No Strikes or Lockouts	7	21
Ontario Works	Letter	139
Outside Bargaining Unit up to 60 days	8	21
Paid Holidays	15	49
Performance Development Plans	30	95
Premium Pay and Allowances	19	65
(Overtime, Shift Premiums, Call-in, Stand-by Call, Meal Allowance, Temporary Assignments)		
Probationary Period	8	22
Professional Fees/Memberships	26	91
Purpose	1	11
Qualifying for Paid Holidays	15	50
Recognition	2	11
Retirement Age	2	11
Retiree Benefits	Letter	165
Safety	21 & Letters	76, 137, 151
Salaries/Wages - Car Allowance	28 & Appendix A	93, 99
Seniority	8	21
Sexual Harassment	3	15
Shift Premiums	19	70
Specified Holidays	15	49
Stewards	11	39
Technological Change	29	94
Temporary Outside Bargaining Unit	8	30
Temporary Vacancies	9	34
Temporary Assignments Under 60 days	9	34
Term of Agreement	32	97
Transfer of Work to Region	6	20
Trial Period in a New Position	9	35
Union Representation	11	39
Unjust Discharge/Suspension	13	46
Vacation Entitlement/Carryover	16	51/53

VEO (Voluntary Exit Option Plan)	Letter	156
Volunteers	2	12
Workplace Safety and Insurance	30	93
Workplace Harassment and Violence	3	15

This Agreement made this 18th day of May, 2004;

between:

The Regional Municipality of Waterloo
(hereinafter called the “Region”)

- and -

The Canadian Union of Public Employees
Local 1883
(hereinafter called the “Union”)

Article 1 - Purpose

- 1.01 The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Region and its employees, and to provide means for the prompt and equitable disposition of grievances, and to establish and maintain mutually satisfactory working conditions, hours and wages for all employees who are subject to the provisions of this Agreement.

Article 2 – Recognition and Definitions

- 2.01 The Region recognizes the Union as the exclusive bargaining agent of all office, clerical and technical employees of The Regional Municipality of Waterloo as listed in Appendix “A”, save and except supervisors, persons above the rank of supervisor, persons regularly employed for not more than twenty-four (24) hours per week, students employed during the school vacation periods or work terms and persons employed at Sunnyside Home for the Aged, Kitchener, and persons covered by the subsisting Collective Agreement between The Regional Municipality of Waterloo and Ontario Nurses’ Association, Local 15 and CUPE Local 1656.

- 2.02 Without restricting its right to determine the methods by which municipal services are to be provided, the Region agrees that no permanent employee shall be laid off from work as a result of contracting out present work or services of a kind presently performed by its employees.
- 2.03 No employee or group of employees shall undertake to represent the Union at meetings with the Employer without the proper authorization of the Union executive. No employee shall be permitted or required to make a verbal or written agreement with the Region or its representatives which might conflict with the terms of this Agreement. The Region shall not negotiate any terms or conditions of employment with employee(s).
- 2.04 Should the number of bargaining unit employees be reduced, the Region shall ensure that work that has been normally performed by the affected bargaining unit employees shall not be transferred to managerial or supervisory personnel.
- 2.05 Where the Region wishes to use volunteers in functions and programs other than in the functions and programs as of December 31, 1996, their use and placement shall require the mutual agreement of the Region and the Union.

The Region shall provide the Union, upon request, with a listing of the total number of volunteers, their functions and their work locations.

2.06 **Definition of Employees**

a) **Probationary Employees**

A probationary employee is one who has not completed five (5) months of continuous full-time service or one hundred (100) actual days worked whichever is the greater, but who will be appointed to the permanent full-time staff upon the completion

of five (5) months of continuous full-time service or one hundred (100) actual days worked whichever is the greater.

b) Permanent Full-Time Employees

Permanent full-time employees are those employees who have satisfactorily completed their probationary period of employment and who have been hired into a permanent job except as prescribed below in Article 2.06 c)i).

c) Temporary Full-Time Employees

i) Temporary full-time employees are those employees who have been hired to work the regular number of hours in the hiring department but for a specified period of time of fifteen **(15)** months or less or as replacements for the employees absent due to illness or injury or leaves of absence (including any resulting backfills) under this Collective Agreement.

Extensions beyond fifteen **(15)** months will be discussed with the Union on a case-by-case basis and will require the mutual agreement of the parties in writing and shall not be unreasonably withheld.

Temporary full-time employees filling in for employees on Maternity, Parental and Adoption Leaves (including any resulting backfills) shall not exceed sixty-one **(61)** weeks.

ii) Temporary full-time employees will not have recourse to the grievance or arbitration procedures when their temporary employment is terminated for any reason. Seniority provisions of this Agreement shall not apply, except that in the event an employee in this category is successful in obtaining employment in this bargaining unit, on successful completion of the probationary period specified in article 8.01 **A)**, seniority will be calculated from the date of temporary hire.

iii) Temporary full-time employees shall not be entitled to bumping rights.

iv) Temporary full-time employees shall be eligible to participate in the following employee benefit programs only:

- i) Extended Health Care Plan;
- ii) Group Life Insurance Plan;
- iii) Dental Plan as noted in Article 23
- iv) Sick (personal and family) Leave Plan **and Bereavement Leave**
- v) OMERS
- vi) Temporary full-time employees shall receive vacation pay in lieu of vacation on the basis of four **(4)** percent of earnings.
- vii) Temporary full-time employees shall pay union dues in accordance with Article 4.01 of the Collective Agreement.
- viii) Except as noted above, all other aspects of the Collective Agreement apply to employees designated as temporary full-time.

d) **Part-Time employees:**

A part time employee is one who has been hired to work twenty-four (24) hours or less per week.

- e) Temporary full-time employees, part-time and students shall not be subject to the benefits of this Agreement except as otherwise expressly provided in this Agreement or required by law.

Retirement Age:

2.07 The retirement age for employees shall be the last day of the month in which employees attain their sixty-fifth (65) birthday.

Article 3 - No Discrimination

3.01 The Region and the Union agree that there will be no discrimination, interference, restriction or coercion, **as defined in the Ontario Human Rights Code**, exercised or practiced by the Region or by the Union or by any of their representatives with respect to any employees by reason of race, colour, age, sex, sexual orientation, marital status, family status, ancestry, ethnic origin, national origin, political or religious affiliation, nor by reason of membership or non-membership in a trade union.

3.02 Workplace Harassment and Violence

Cases of alleged harassment because of position, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender, sexual orientation, age, record of offenses, marital or family status, and disability, will be considered as discrimination and shall be eligible to be processed as grievances under the grievance procedure.

a) Sexual harassment shall be defined as any sexually oriented practice that undermines an employee's health, self-esteem, job performance or workplace relationships or endangers an employee's employment status or potential. Sexual harassment may include, but not be limited to:

- unwanted touching
- suggestive remarks or verbal abuse
- suggestive gestures or staring
- compromising invitations
- requests or demands for sexual favours
- physical assault

- derogatory or degrading remarks directed towards members of one gender or one sexual preference group.
- b) Where the alleged harasser is the person who would deal with the grievance, the grievance shall automatically go forward to the alleged harasser's supervisor.
 - c) Allegations of harassment are required to be submitted as a formal written complaint to a designate in Human Resources for investigation. The Employer agrees to advise all complainants of their right to have union representation. Where the complainant refuses representation, they shall do so on a form approved by the Union to waive their right to union representation. This form shall be retained on the Employer's confidential harassment file.
 - d) An employee shall, at all times, retain their right to file a grievance and/or lodge a complaint under the Ontario Human Rights Code (1981).
 - e) The Region agrees that the information and training regarding harassment and violence in the workplace is essential and will work jointly with the Union on all training and information measures. The Region agrees to make all Region employees aware that violations of this article will be subject to disciplinary action.
- 3.03 a)** "Workplace violence" is defined as comment or conduct that is physically intimidating or ought to be known to be physically intimidating. It includes the wrongful physical violation or abuse of other persons or threat of such actions. It also includes damage or threat of damage to property. "Workplace" refers to any location where Regional business is conducted or Regional services are provided.

- b) The Employer agrees that the Occupational Health and Safety Committee shall concern itself with all matters relating to violence to staff. The Employer agrees to investigate all incidents of violence and to meet with the Union as required to discuss any identified risks of violence. The Employer agrees to take all precautions reasonable in the circumstances to foster a violence free workplace and work environment and to immediately investigate all aspects of any reported instances of violence.
 - c) A critical incident occurs when an employee experiences an unusually strong emotional reaction to an extraordinary situation that interferes with their ability to function in the workplace. The parties agree, that in the event of a critical incident in the workplace, the Employer will provide a critical incident stress debriefing session to the affected employee(s) through the Region's EAP provider. Such employee(s) shall be approached by a supervisor to discuss the incident and the supervisor shall offer the employee time off work so that they can immediately access EAP.
 - d) The Employer agrees that there shall be no reprisals exercised or practiced with respect to any employee who reports a violent incident in the workplace.
- 3.04 No employee shall be permitted or required to make a verbal or written agreement with the Region or its representatives which might conflict with the terms of this Agreement.

Article 4 - Check Off Union Dues

- 4.01 There shall be a compulsory check-off of union dues from all persons who are employees of the Region to which this Agreement applies. The amount to be deducted shall be such sum as may from time to time be assessed by the Union on its members according to its constitution and by-laws. The Region

shall be notified in writing sixty (60) calendar days prior to any required change in deductible assessments.

- 4.02 Such deductions will be made every pay day by the Region and shall be forwarded to the Treasurer of CUPE Local 1883 not later than the 15th day of the month following the month in which deductions were made, accompanied by a list of all employees from whose wages the deductions have been made, and indicating the hours worked for each reported employee. The listing will also identify employees who are on leave of absence. A copy of the list shall be sent to the national headquarters of the Canadian Union of Public Employees. For new employees such deductions shall commence in the first full bi-weekly pay period immediately following the date on which the employee is hired. The amount deducted shall not include special assessment or levies of any kind.
- 4.03 It is understood that refusal by the Union to accept an employee as a member or to continue an employee's membership or refusal of an employee to join or continue membership in the Union will not be cause for dismissal by the Region.
- 4.04 The Union shall indemnify and save the Region harmless with respect to all dues so deducted and remitted.
- 4.05 Deductions will not be made from any employee's bi-weekly pay cheque either immediately or retroactively unless the employee receives at least one (1) normal day's pay in the pay period.
- 4.06 The Region will include the amount of union dues deducted from employees, on the T-4 Slips.

Article 5 - Membership In The Union

- 5.01 All employees of the Region as outlined in Article 2, shall be eligible for union membership on a voluntary basis.
- 5.02 The Region agrees to acquaint new employees with the fact that a Union Agreement is in effect. New employees shall be presented with a copy of this Agreement.
- 5.03 It **is** further agreed that the Region will notify the Union Secretary in writing, once each month, of the names and classifications and locations of all new employees hired, including persons hired for Job Creation Programs and all employees terminated or promoted out of the unit the previous month who are subject to this Agreement with a copy to the President and Grievance chair. A representative of the Union shall be given an opportunity to interview each new employee within regular working hours and without loss of pay for a maximum of **fifteen** (15) minutes within twenty-one (21) calendar days of the Union's notification of their employment, with such time at the discretion of the supervisor, for the purpose of discussing with the new employee the benefits and duties of union membership.
- 5.04 The Employer agrees, pursuant to recent jurisprudence, to provide the home addresses of all members of CUPE Local 1883. The Union will keep this information confidential and use the information for union business only. The list from Human Resources shall be in electronic format.**

Article 6 - Management Rights

6.01 The Union recognizes the right of the Region to:

- a) operate and manage its business in all aspects in accordance with its responsibilities and the right, powers and functions conferred upon the Region by statutes and/or by-laws of the Region;
- b) maintain order, discipline and efficiency and, in connection therewith to make, alter, and enforce from time to time reasonable rules and regulations, policies and practices to be observed by its employees. The Region recognizes that the foregoing is subject to such procedures, regulations and/or restrictions governing the exercise of these rights as are expressly provided in this Agreement and subject to the right of the employee(s) concerned to lodge a grievance in the manner and extent herein provided;
- c) select, hire, discipline, discharge, transfer, assign to shifts, schedule overtime, promote, demote, classify, layoff, recall, suspend and retire employees, and select employees for positions excluded from the bargaining unit, provided that no employee shall be transferred out of the bargaining unit against the employee's wishes, and further provided that a claim of discriminatory promotion, demotion, transfer, classification, discipline or suspension, or a claim by any employee of discharge without cause, may become the subject of a grievance and be dealt with as herein provided;
- d) direct the working forces, the right to plan, direct and control the operations of the Region, the right to introduce new and improved methods and facilities, the equipment, the amount of supervision of personnel necessary, the number of employees to be employed, the work schedules, the establishment of standards of quality, the extent of the Region's operations and

the increase or decrease in employment arising there from, the sole and exclusive jurisdiction over all operations, buildings, machinery, equipment and tools. If a decrease in employment as stated herein becomes necessary, the Region will endeavour to transfer the affected employee(s) to another vacant union position(s) in the Region in consultation with the Union;

- e) exercise management rights in a fair and equitable manner. When any union member is to be displaced due to the exercise of management rights, the Region will notify the Union as far as reasonably possible in advance of its intentions and plans.

6.02 The Region agrees to give as much advance notice as is reasonably possible of any assumption of work previously done by an area municipality or government agencies, or transfer of work done by the Region to an area municipality affecting employees in the bargaining unit and will meet with the union executive to discuss the change. The Region will give the union notice of any such change or assumption no more than thirty **(30)** calendar days after the Region is notified of any such change or assumption.

Article 7 - No Strikes Or Lockouts

7.01 The Region and the Union agree to follow the procedures as outlined in this Agreement. It is understood and agreed that there will be no strike or lockout during the lifetime of this Agreement, and the definition of "strike" and "lockout" are those set out in the Ontario Labour Relations Act.

Article 8 - Seniority

8.00 a) Seniority is defined as the amount of time continuously worked in any position(s) represented by CUPE Local 1883 since the last date of hire.

- b) Service is defined as the amount of time continuously worked in any position in the Region since the last date of hire.
- c) Layoff is as defined in the Employment Standards Act of Ontario.

8.01 **Probationary Period**

- a) Employees shall be probationary employees until they have been continuously employed by the Employer for five (5) continuous months or for one hundred (100) actual days worked inclusive of any specified holidays whichever is the greater. **The Employer shall arrange for job specific training as deemed appropriate by management.** Upon completion of the probationary period the employees' names shall be placed on the seniority list and their seniority shall be based on their date of last hire. The discharge or discipline of employees during their probationary period shall not be subject to the grievance or arbitration procedures. Employees who have not completed their probationary period may be discharged at the sole discretion of the Employer.
- b) The probationary period can be extended by mutual agreement in writing between the Region, the Union, and the affected employee.
- c) Temporary full-time employees who are successful to a posted full-time position will have one-half of their accumulated temporary time acquired since their last starting date deducted from their probation period. Seniority shall be retro-active to the last date of hire.

Employee Movement Between Unions

- d) When a Regional employee who does not come under the scope of Local 1883, obtains a position under the scope of Local 1883 without interruption of continuous full-time service, the employee will serve a probationary period of exactly one-half ($\frac{1}{2}$) of the probationary period established in article 8.01 a) above.

Seniority will not be obtained until after satisfactory completion of the probationary period and dated back to the most recent date of hire in a position within the scope of CUPE Local 1883.

If the employee had not completed the probationary period in the previous position, then the unused portion will be added on to the one-half ($\frac{1}{2}$) period indicated above, however, the combined total shall not exceed the probationary period established in the current Collective Agreement.

- 8.02 The Region shall maintain a seniority list showing the date upon which each permanent full time employee's continuous service with the Region commenced from the employee's last starting date and their seniority date. An up-to-date copy of this list will be given to the Union twice each year on March 1st and September 1st and a copy posted on all approved bulletin boards. An email will be sent advising that the list has been posted. Employees have thirty (30) calendar days from the date on the seniority list to notify the Assistant CAO, Human Resources or designate in writing, of any errors, etc, or changes or additions, noted since the previously posted list.
- 8.03 a) Seniority shall operate and govern on a bargaining unit wide basis except as otherwise provided in the Collective Agreement.
- b) Seniority for layoff, recall from layoff and for all posted positions shall be on a bargaining unit wide basis.

- c) Permanent transfer of work location will be determined by Expression of Interest based on seniority within the job classification. When there are no volunteers, the least senior person in the classification will be transferred.
- d) Seniority **for posted job vacancies** will apply provided that the senior employee already possesses the necessary skills, qualifications, abilities and competence to perform the work available, as well as or better than a less senior employee. An unsuccessful senior applicant, if the senior applicant so requests of the Assistant CAO, Human Resources or designate, in writing, will receive a **full** written explanation of the choice made, provided the written request is actually received in the Human Resources Department, within five (5) working days from the date the employee is notified of being unsuccessful. Human Resources will have five (5) working days to respond and provide the written explanation of the choice made.
- e) **Prior to any grievance being filed on job postings, the Union may request to review the score of an unsuccessful senior applicant with a member of Human Resources.**

Layoff and Bumping

- f) i) In the event of layoff, a layoff shall occur in reverse order of seniority by position. Position shall be defined as the position /title as set out in Appendix "A" of the Collective Agreement. The least senior employee in the affected position shall be the first laid off. In the event of a recall the most senior person remaining on layoff shall be the first recalled; provided they possess the necessary skills, qualifications, abilities and competence to perform the work available without training, other than a familiarization period of no longer than ten (10) working days.

- ii) An employee subject to layoff shall be permitted to bump into the position of any employee who has lesser bargaining unit seniority and who **is** the least senior employee in the position, the laid off employee is seeking to bump into.

The bumping employee must already possess the necessary skills, qualifications, abilities and competence **to** perform the work available without training other than a familiarization period of no longer than ten (10) working days.

- iii) In the event of a permanent layoff, as defined in the Employment Standards Act, all employees to be laid off will be given at least sixty (60) days notice of lay-off. Laid off employees must exercise their bumping rights as soon **as** possible but in any event within ten (10) working days from the date they are notified of the layoff. Any other employees so bumped must exercise their bumping rights within ten (10) working days of their being bumped, and so on, on a ten (10) working day maximum basis for each involved employee.
- iv) The employee will be provided with a current seniority list and any requested job descriptions/information and assistance from Human Resources, so that they can make appropriate bump choices, not normally to exceed five **(5)** choices. Appropriate bump choices shall be defined as positions for which the employee's resume demonstrates the required education, experience, and skills required for the selected bump choices. The employee shall list all of their choices on the bump form and submitting a current resume and any other relevant information with their choices, by the end of the tenth (10th) day. Employees shall

emphasize any education, experience and skills they have which relate to the duties and requirements of their bump choices. The employee may have union representation throughout the process outlined in 8.03 f) iv).

- v) The Region will consider the employee's bump choices individually, in the order of preference and determine whether or not the choice is successful, within ten (10) working days of receiving the bump form, before considering the next choice, and so on, until all of the employee's choices have been considered, or the employee is successful with bumping into one of their preferred choices.
- vi) In the event of a temporary layoff as defined in the Employment Standards Act, employees to be laid off will receive a five (5) working day period of notice. On the fifth day of the notice period, all employees must specify the position they wish to bump into, and these, plus all resulting bumps must be completed by the end of the fifth working day.
- g) In order that the operations of the Union will not become disorganized when layoffs are being made, members of the local executive board i.e. - President, Vice-presidents, Secretary, Treasurer, and Grievance Chairperson shall be the last persons laid off during their term of office, as long as full-time work, for which they already possess the necessary skills, qualifications, abilities and competence to perform the work available without training, other than a familiarization period of no longer than ten (10) working days, is available.

In the case of a change in the local executive board during a layoff, notice in writing of the change shall be given to the Region forthwith and the Region shall have **ten (10)** working

days from receipt of the notification in writing within which to make any changes necessary to apply this Clause to the new local executive board and to terminate its application to the person(s) dropped from the executive board. If any notice to any person being laid off in consequence is required by law, the period of notice will be in addition to the **ten (10)** working days, and layoff(s) and recall(s) will not be effective until the expiry of the notice period required by law.

- h) The Region will give the Union as much advance notice as **is** reasonably possible, but not less than thirty (30) days, of any layoff affecting members of the bargaining unit. The Region shall meet with the Union to discuss the impact of any proposed layoffs.

8.04 **All** permanent employees attaining seniority in CUPE 1883 shall be assigned a computer generated random number (CGRN) at the time of hire, and shall be advised of that number and **it** shall be recorded in their employee file in Human Resources and on the seniority list. Temporary employees shall be given **a** CGRN at the time they acquire seniority.

Where two or more employees have the same length of seniority, their order of seniority, relative to each other, shall be determined by reference to their computer generated random number. **A** lower number shall mean the employee with that number is senior to all employees with a higher random number.

The computer generated random number (CGRN) shall be used solely for the purpose of determining the relative order of seniority of employees with the same length or service of seniority date and for no other purpose. For further clarity, the parties confirm that the CGRN is irrelevant with respect to the

comparative seniority of employees who do not share the same length of seniority or seniority date.

- 8.05 a) Subject to Clause 8.05b or 8.06, if permanent full-time employees are absent from work because of layoff or authorized leave of absence, they shall not lose seniority, but shall not acquire seniority after the first thirty (30) calendar days of such layoff or authorized leave of absence. Employees absent from work on sick leave due to illness or accident will continue to accumulate seniority until clause 8.05b or 8.06 applies.
 - b) Authorized leaves of absence are not to be granted for employees to take other gainful employment, subject to clause 17.07. If the employer authorizes gainful employment under article 17.07 during an authorized leave of absence, the written agreement of the union is required for the employee to retain their union seniority. For clarity, no employee shall accrue seniority while in other gainful employment. Where union agreement is not obtained, the employee will forfeit all their acquired seniority and will be placed at the start of the seniority list upon their return to their position within the scope of CUPE Local 1883.
- 8.06 Seniority status once acquired by permanent full-time employees will be lost and their names removed from the seniority list and their employment terminated for any of the following reasons:
- a) voluntary resignation;
 - b) discharge for cause not reversed through operation of the grievance procedure;
 - c) continuous non-employment, including layoff, but not including sickness, accident or authorized leave of

absence for a period of time equal to the length of seniority at the time of lay off or for a period of twenty-four (24) months; whichever is lesser;

- d) failure to signify intention to return to work after recall from layoff within three (3) working days following proper notification by the Region by registered or certified mail sent to the employee at the last address provided by the employee to the Human Resources Department, or failure to return to work after an additional three (3) working days following such notification.

Footnote: The intent of this Clause is as follows:

- i) the registered or certified notification shall be deemed to be received on the third calendar day after the date of mailing;
- ii) the laid off employee has three working days to notify the employer of the employee's intentions;
- iii) an employee who has complied with ii) above will have a further three (3) working days from the expiry of the time period in ii) above to return to duty.

Employees notifying the Region within the three (3) working days referred to in ii) above, that they are unable to return to work within the prescribed time for a legitimate reason acceptable to the Region, will not have their name struck from the seniority list. Their name, however, may be passed over and the next in line in seniority may be recalled.

These time limitations may be extended in writing for valid reasons such as sickness certified by a doctor's certificate,

death in the immediate family, accident, and other legitimate reasons acceptable to the Region;

- e) absence from work without a reasonable excuse for a period of more than three (3) consecutive working days.

8.07 Promotion or Transfer to Positions Outside the Bargaining Unit for up to 60 Working Days

- a) The promotion or transfer of employees to positions outside the bargaining unit but within the Region's employment is not covered by this Agreement, and shall not be subject to the terms of this Agreement except that such employees will continue to pay union dues. The Region will notify the Union in writing of all such promotions and transfers. Should the employee return within sixty (60) working days to a position which is subject to this Agreement such employee shall be given the seniority credit they had at the time of the promotion or transfer outside of the bargaining unit provided they return to their former position if such position is still available or in the event such position is not available to another similar position.

Temporary assignment to Non-Bargaining Unit Positions in Excess of 60 Working Days

- b) Any temporary assignment of a bargaining unit member to a non-bargaining unit position in excess of sixty (60) working days shall require the prior mutual agreement of the parties in writing. Such employees will be given their seniority credit they had at the time of the transfer upon their return to the bargaining unit. For further clarity, no seniority will accumulate while in the non-bargaining unit position, no union dues will be deducted and all rights under the Agreement will be waived while in the non-bargaining unit position. The Union shall not unreasonably withhold agreement to the temporary assignment

where the employer agrees to backfill the union position from the start of the temporary non-bargaining unit assignment and for the full duration of the assignment.

- c) **Any** bargaining unit member who has been in a non-bargaining unit position under 8.07 a) or b) must return to the bargaining unit upon completion of the assignment and shall not go out of the bargaining unit again on a temporary assignment until they have been in their bargaining unit position for a period of time equal to the length of time that they were in the non-bargaining unit position.

Former Employees Rehired by the Region

- d) Where employees with previous service with the Region are rehired by the Region they will be treated in all respects as a new employee with seniority dating back to their most recent date of hire.

8.08 The seniority dates of employees in area municipalities, boards or commissions which have been or will be assumed by the Region and come within the jurisdiction of this Collective Agreement will be placed in a chronological position that recognizes the former service on a combined **list** of employees forming the total seniority list.

8.09 If an employee has resigned in writing without advance notice and has not revoked the resignation within three (3) consecutive working days following the date of the letter of resignation, the resignation shall stand and be final.

The Union shall be notified in writing as soon as possible of any such revocation of a resignation.

Article 9 • Job Vacancies

- 9.01 a) . The Region will post for five **(5)** working days a notice of a vacant position showing the department and type of position, any required knowledge and/or education, qualifications, ability and skills, shift, wage rate and whether an automobile is required, and will endeavour to show location for the initial assignment, in order that permanent full-time employees other than probationary, part-time or temporary employees may have the opportunity of making written application to the Assistant CAO, Human Resources or designate for such positions. Such application must be signed and delivered to the Human Resources Department on or before the date specified in the posting. Human Resources will send the Union, as well as any employee on layoff, a copy of all postings.
- i) Experience acquired while filling **a** non-posted temporary vacancy cannot be considered in the screening process.
 - ii) Where more than one permanent full time member of CUPE 1883 screened into a particular competition, the decision on which employees will be interviewed will be based on seniority.
 - iii) The Region will endeavour, within thirty (30) working days of a position becoming vacant, to notify the Union in writing if the vacancy is not to be filled and will give the reason why.
- b) Subsequent to interviewing qualified bargaining unit employees for vacancies, other qualified Regional applicants will be considered in the following sequence:
- i) Probationary and temporary employees (CUPE local **1883**).

- ii) Other Regional employees - External applicants shall not be considered until the internal hiring process has been completed and management has determined the applicants from within the bargaining unit do not meet the requirements of the job vacancy.
- iii) The Region may advertise internally and externally simultaneously, however, no external applications will be forwarded to the Hiring Manager until the internal hiring process has been completed and it has been determined that the internal applicants from within the bargaining unit do not meet the requirements of the job vacancy.
- iv) Any external employment enquiries, resumes, or applications received in Regional locations other than Human Resources will be directed to Human Resources immediately.
- c) No employee outside the bargaining unit will be hired until consideration of laid off employees is given.
- d) Employees going on approved leave of any kind may provide a written list of preferred positions identified by title to the Human Resources Department. Such list, **accompanied with a current resume**, shall constitute an application for such positions.
- e) All interview questions will be relevant to the qualifications, skills and abilities needed to perform the duties of the position. The Region shall ensure that uniform interview questions are asked of all applicants for the position.

Note: Job Sharers reference Appendix D

- 9.02 Employees who are successful in their application for a job posting in accordance with the provisions in this Collective Agreement, can only get an extension of whatever start date is required by the Region if the employee makes a written request to the Assistant CAO, Human Resources, or designate, stating reasons that in the opinion of the Region are acceptable. A written reply will be given to the employee. Any extension granted will not exceed a once only maximum period of thirty (30) calendar days under any circumstances.
- 9.03 a) Temporary vacancies, such as those caused by an employee's absence owing to accident, injury, illness, sickness, vacation, leaves of absence and temporary transfer known to be of three (3) month duration or more shall be posted as per 9.01 a).
- b) It is understood that returning employees will have the right to their position previously held (provided the position has not been eliminated), but must already possess the necessary skills, qualifications, abilities and competence to immediately perform the work required and the permanent full-time employee currently in that position regardless of possible greater seniority, will either take any available vacancy in the bargaining unit that they can immediately perform, or return to their former position or exercise their seniority by taking the position of the least senior employee whose jobs they can immediately perform. Such displaced employee will be laid off with at least fifteen (15) calendar days of notice, subject to the proviso that if the returning employee is the least senior employee they shall be laid off. The laid off employee is subject to clause 8.06 c).
- 9.04 Nothing in this Article shall be construed as restricting the right of the Region to temporarily assign an employee to a job which qualifies for posting for a period not exceeding sixty (60) days, until a new person can be selected.

The foregoing applies to internal postings only. If the employer is seeking applicants from another source, the Employer may temporarily assign an employee for a period not to exceed sixty-one (61) weeks, respectively, where the temporary vacancy is created by parental leave.

9.05 a)i) Trial Period

The Region shall arrange for job specific training as deemed appropriate by management for the employee during the seventy (70) day trial period. In the event successful applicants wish to return to their former position within a period of **up to seventy (70)** working days or prove unsatisfactory to the Region during the trial period of up to **seventy (70)** working days or such longer period **as** may be mutually agreed upon in writing between the Assistant CAO, Human Resources, or designate, and the Union, they shall be returned to their former position without loss of seniority. Any other employee promoted or transferred **as** a result of the re-arrangement of jobs, shall be returned to their former position without loss of seniority.

- ii) In the event that an employee during the trial period is returned to the former position held and such position (or other positions if other employees were moved as a result of the original position change) is filled by a new employee, the new employee will either be laid **off** until a suitable position becomes available, or for thirty (30) calendar days, whichever is the lesser, at which time the newly hired employee will be terminated if no suitable position is available.
- b) It **is** agreed that successful applicants of the job bidding procedure who apply for another posted position within **eight (8)** months of the date of the official notification of their existing position may be considered at the employer's option.

9.06 The Region agrees to post on all approved bulletin boards the outcome of all job postings within, when possible, ten (10) working days of the expiration date of the posting.

9.07a) i) In the event that a new position is decided upon by the Region as necessary to its operation, then the job description, the title and the salary rate shall be first determined upon by the Region. The Region shall forward the job description, the title, the job rating and the salary rate to the Union Co-chair of the Joint Job Evaluation Committee. The Union Joint Co-chair or designate shall have three (3) working days to respond to the Region with respect to the job rating. Every effort shall be made by the Joint Co-chairs or designates of the JJEC during the three (3) working day period to reach agreement on the job rating. Should the Joint Co-chairs or designates reach agreement during the three (3) day period, the rating shall be final and shall not be forwarded for verification review.

Should there be a number of new positions requiring simultaneous rating, the parties shall agree on an appropriate timeline for response.

Should the Joint Co-chairs or designates not reach agreement within the three (3) day period above, the Region shall, within ten **(10)** working days after the above, notify the Union by registered, certified or hand delivered mail that agreement has not been reached and the salary rate which will be used in the job posting. Where agreement has not been reached, the Maintenance Review Committee shall re-evaluate the position in accordance with the Job Evaluation/Pay Equity Plan six (6) months after the job has been filled. The new position and classification will be deemed to have become a modification of Appendix "A" of this Agreement and added to the job descriptions manual.

- ii) The Chair of the Job Evaluation Committee will be provided with any new or changed job descriptions prior to the evaluation process.
- b) In the event that a changed job description or classification is decided upon by the Region as necessary to its operation, the position will be rated in accordance with the Job Evaluation/ Pay Equity Plan. The criteria for determining whether or not a changed job description or classification results in a “new job” or “changed job” **is set** out in 9.07d).
- c) Any change in the rating of a position that results in a change in grade and a change in the salary assigned to the job as a result of a review by the Maintenance Review Committee, will apply to the individual incumbent in accordance with the Job Evaluation/Pay Equity Plan.
- d) The issue **of** Changed Job vs. New Job will be determined as follows:
 - i) A change of more than 80% to the core duties and responsibilities of the job, in conjunction with a change to education and experience, is a new job.
 - ii) Changes to the requirements of education, experience or specialized training; the transfer of duties in or out of a job; or a new job description, do not result in a new job unless the conditions in item i) are met.
 - iii) The determination of whether a job is changed job or a new job will be based on the actual duties and responsibilities being performed in the job, in accordance with item i) above.
 - iv) Title change alone **is** neither a changed job or a new job.

- v) The transfer of a job from one department to another will not be considered a new job, unless the conditions in item i) are met.
 - vi) A change in workload or location, in the absence of any other change, shall not be a relevant factor in determining whether the job is a changed job or a new job, except as provided for in the Job Evaluation/Pay Equity Plan.
- 9.08 a) Job descriptions that have not been reviewed by the Maintenance Review Committee within five (5) years of the original rating shall be reviewed by the Maintenance Review Committee. Such reviews shall be conducted every five (5) years.
- b) Such job descriptions shall include title or classification, job purposes/duties and responsibilities/accountabilities, job grade and required knowledge and/or education, qualifications, ability and skills, contacts, working conditions, shift, wage rate, job title to whom the position reports and whether an automobile is required.
 - c) A complete manual of all job descriptions will be provided to the Union and will be updated as required. This manual will be printed and issued to the Secretary of the Union.

Article 10 - Correspondence

- 10.01 All correspondence between the parties arising out of this Agreement or incidental thereto, shall pass to and from the Director of Employee Relations, or designate, and the President and Recording Secretary of the local Union, with a copy to the Canadian Union of Public Employees, 1120 Victoria Street North, #204, Kitchener, Ontario, N2B 3T2.

Article 11 - Union Representation

- 11.01a) The Region agrees to recognize the following representatives of the Union:
- i) a bargaining committee consisting of the President plus not more than five (5) employees;
 - ii) a Grievance Committee of not more than four (4) employees;
 - iii) twenty-one (21) stewards as outlined below:

Community Health	CH&SS Waterloo, CH&SS Cambridge Family Visitors	2
Engineering	Admin Building, Regional Laboratory, Landfill (Waterloo), Operations Centre Mannheim, Greenbrook, Airport, Transit	1 1
Social Services	CH&SS Waterloo, Resources Centre Kitchener, Admin Building CH&SS Cambridge Child Care (Waterloo) CH&SS Waterloo, Elmira Day Care, Edith MacIntosh Child Care Child Care (Cambridge) CH&SS Cambridge, Cambridge Child Care, Christopher House, Kinsmen	5 2
Finance	Admin Building	1
Planning, Housing & Community Services	Admin Building, Regional Library, Doon Heritage Crossroads, Joseph Schneider Haus Housing	1 1
Corporate Resources	Admin Building, Provincial Offences	2

STEWARDS AT LARGE	5
TOTAL REGION STEWARDS	21

Note: The number of stewards and the departments within which they are recognized may be changed at any time by mutual consent of the parties in writing.

- b) The Union shall provide the Region with a list of such representatives and shall keep such list up to date.
- 11.02 Probationary, part-time or temporary full-time employees shall not be eligible to serve as stewards or union committee members.
- 11.03 The Union shall have the right at any time to have the assistance of a Representative of the Canadian Union of Public Employees who, after obtaining permission, shall have access to the Region's premises in order to investigate or assist in a settlement of any matter arising out of this agreement. Permission will be requested of the Director, Employee Relations, and such permission will not be unreasonably withheld.
- 11.04 The Union acknowledges that the stewards and the committee members from among the employees will be required to efficiently perform their regular duties on behalf of the Region and that such employees will not leave their regular duties without first obtaining permission from their immediate supervisor to leave such regular duties, and obtaining permission from the supervisor of the division to which they wish to go and assist, and will report back to their immediate supervisor upon resuming their regular duties. In accordance with this understanding, representatives of the Union who are granted time off during their regular work period to adjust a

grievance or possible grievance, or meet with Regional representatives on union business, shall be paid for such time at their regular rate, the combined total of which shall not exceed their regular daily hours of work.

- 11.05 Meetings of a Union Committee, comprised of not more than six **(6)** employees, and the Region may be held as required at times to be mutually arranged, but not normally more often than once a month. The party requesting the meeting shall make a request in writing and shall **at the same time** advise the other party of the matters it wishes to discuss. It is agreed that such meetings are for the purpose only of discussing matters of mutual interest and for the free exchange of information. It is not the intent of this provision to replace or circumvent the grievance procedure contained in this Collective Agreement.

Article 12 - Grievance Procedure

- 12.01 It is the mutual desire of the parties that employee complaints be adjusted as quickly as possible. In order to effectively deal with alleged violations of the collective agreement, such allegations will be acted upon in the following manner:

Step One:

Employees shall first give their immediate supervisor the opportunity of adjusting their complaint. Such complaint shall be in writing on a complaint form, given to the supervisor within ten (10) working days after the circumstances giving rise to the complaint have occurred. Within five **(5)** working days of receiving the complaint, the supervisor will meet with the employee to discuss the complaint. The employee may be accompanied by one union representative.

The supervisor shall return the form to the employee within five (5) working days of the meeting, with their written response.

Failing settlement, it may then be forwarded to Step 2 within five (5) working days of receipt of the response.

In the event the issue concerns a posting, the grievance shall be discussed with the Supervisor making the hiring decision. Such grievance shall originate at Step 2 of the grievance process.

Step Two:

If the complaint is not resolved at Step One, the Grievance Chair or designate may forward a grievance, in writing, to the Director of Employee Relations or designate, within five (5) working days of the receipt of the response at Step One, and attach a copy of the Step One form. The written grievance, signed by the aggrieved employee and/or union representative must contain the nature of the grievance, the remedy sought and the section or sections of the Agreement, which are alleged to have been violated. The parties agree that the carriage of the grievance remains with the Union.

A meeting will be held within fifteen (15) working days from the date of receipt of the grievance at Step Two. The meeting will include the appropriate management and union representatives. A decision shall be delivered, in writing, to the Chairperson of the Grievance Committee, within five (5) working days from the date on which the meeting was held.

- 12.02 The Region may, at its discretion refuse to consider a complaint or a grievance filed directly at Step 2, or having considered it, refuse to agree to the arbitration of any matter, the alleged circumstances of which occurred more than ten (10) working days prior to the filing of a complaint and/or a grievance in writing.

12.03 **Policy/Union/Management Grievance**

Any difference arising directly between the Region and the Union involving the interpretation, application or alleged violation of this Agreement, may be submitted in writing as a grievance by either party, to either the Director, Employee Relations, or the Grievance Chairperson, and dealt with as a grievance as outlined in Article 12.01. Any grievance by the Region or the Union as provided in this paragraph, shall be commenced within thirty-five (35) calendar days of the date of occurrence. No grievance shall be presented in writing, which an employee or a group of employees could normally process as an individual employee grievance, or a grievance of a group of employees.

- 12.04 Failing settlement under the foregoing procedure of any grievance between the parties, arising from the interpretation, application, or alleged violation of this Agreement, including any question as to whether the matter is arbitrable, such grievance may be submitted to arbitration as set forth in the arbitration provisions of this Collective Agreement.

If no written request for arbitration is received by the Director, Employee Relations, or designate within fifteen (15) working days after the decision is given, it shall be deemed to have been settled and not eligible for arbitration.

The parties, upon mutual consent, can request the services of a grievance mediator and/or the Assistant CAO and the C.U.P.E. National Representative, in attempting to resolve the grievance prior to arbitration.

- 12.05 It is agreed that grievances and replies to grievances shall be in writing. A grievance that has been settled by the Union during

the grievance procedure cannot be subsequently processed by the Union to arbitration.

- 12.06 All agreements reached under the grievance procedure between the representatives of the Region and the representative(s) of the Union will be final and binding upon the Region and Union and the grieving employee(s).
- 12.07 No adjustment affected under the grievance procedure or arbitration procedure shall be made retroactive prior to the date of the occurrence which resulted in the grievance being filed. This Clause shall not prevent the adjustment of pay caused by clerical errors in computation.
- 12.08 Working day as used in this Article and the discharge article of this Collective Agreement shall mean a day other than Saturday, Sunday or a specified paid holiday.
- 12.09 The time limits fixed in both the grievance and the arbitration procedures, may be extended only by mutual consent in writing of the parties to this Agreement.

Article 13 - Discipline, Suspension & Discharge

- 13.01 a) i) An employee shall be accompanied by a union representative at any meetings at which warnings, suspensions, or discharge will be discussed.
- ii) Where the employee is required by the Region or its representatives to attend any investigation meeting or a meeting concerning employee performance issues, at which disciplinary action may be discussed the employee may be accompanied by a Union representative.
- b) Notice of the discharge or suspension shall be forwarded to the employee by registered or certified mail to the last known

address on file with the Human Resources Department, or hand delivered, with a copy to the Union Secretary. In case of discharge where the employee is absent from the workplace, the Human Resources Department will notify the President and Grievance Chair by email of such discharge. In cases where an employee is discharged verbally, the above notification will still be sent to the employee for verification purposes.

- c) i) The Region and the Union agree that discipline given to an employee is intended to be corrective in nature and not punitive. No disciplinary document shall be placed in the employee's files which has not first been shown and a copy given to the employee. A copy of all disciplinary letters given to employees shall be sent to the Union as per Article 10.01. An employee shall have the right to have access to and review their employee files. The employee shall have the right to respond to any document in the employee files, and such reply shall be part of the employee files.
- ii) Letters of counsel shall not be used by the Region as the basis for discipline or to affect an employee's promotional opportunities. Letters of counsel and their content shall not be referred to or used by the Region in any arbitration hearing.
- d) Discipline shall be removed from the employee's files in accordance with the following:
 - i) A verbal warning shall be removed from the employee's files 6 months from the date of issue, provided the employee has received no other verbal warnings during this period. If there is any verbal warning during the 6 month period, the prior verbal warning shall remain on

the employee's files for the duration of the 6 months pertaining to the new discipline.

- ii) A written warning shall be removed from the employee's files 12 months from the date of issue, provided the employee has received no other written warnings during this period. If there is another written warning during the 12 month period, the prior written warning shall remain on the employee's files for the duration of the 12 months pertaining to the new discipline.
- iii) A suspension of 2 days or less shall be removed from the employee's files 18 months from the date of issue, provided the employee has received no other suspensions during this period. If there is another suspension during the 18 month period, the prior suspension shall remain on the employee's files for the duration of the period pertaining to the new discipline.
- iv) A suspension of 3 days or more shall be removed from the employee's files 24 months from the date of issue, provided the employee has received no other suspensions during this period. If there is another suspension during the 24 month period, the prior suspension shall remain on the employee's files for the duration of the period pertaining to the new discipline.

13.02 A claim of unjust discharge or suspension by any employee with seniority shall be treated as a grievance if a written statement of such grievance is lodged within five (5) working days after the employee ceases to work for the Region. Such special grievance may be settled under the grievance and arbitration procedures by:

- a) confirming the Region's action in dismissing or suspending the employee; or
 - b) reinstating the employee with full compensation and seniority for the time lost; or
 - c) by any other arrangement which is just, in the opinion of the parties, or the arbitrator.
- 13.03 The Region agrees to notify the employee by mail to the last known address on file with the Human Resources Department or hand delivered, of any demotion or suspension, with a copy to the Union Secretary, the President and the Canadian Union of Public Employees, 1120 Victoria Street North, #204, Kitchener, Ontario, N2B 3T2.
- 13.04 No employee shall be transferred out of their classification, shift, assignment or work location for disciplinary reasons without just cause.

Article 14 – Arbitration

- 14.01 It is agreed by the parties hereto that any difference of opinion relating to the interpretation, application, administration or alleged violation, application, administration or alleged violation of this Agreement which cannot be settled after exhausting the grievance procedure shall be settled by arbitration as defined in Section 48 (2) in the Ontario Labour Relations Act. It is understood that any question as to whether a matter is arbitrable may also become the subject for arbitration.

- 14.02 No person shall be selected as an Arbitrator who:
- a) is acting, or has been in the period of twelve (12) months preceding the date of their appointment, active in the capacity of solicitor, legal advisor or counsel of either of the parties;
 - b) has any pecuniary interest in the matters referred to the Arbitrator.
- 14.03 The parties will jointly share the expenses of the Arbitrator.
- 14.04 The time limits fixed in both the grievance and the arbitration procedures may be extended only **by** mutual consent, in writing, of the parties to this agreement.
- 14.05 At any stage of the grievance or arbitration procedure, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties or the Arbitrator to have access to any part of the Region's premises to view any working conditions which may be relevant to the settlement of the grievance.
- 14.06 The decision of the Arbitrator shall be binding on both parties. The Arbitrator shall not have any power to alter, modify, amend or change any of the provisions in this Agreement, or to substitute any new provisions in this Agreement, or to substitute any new provisions for any existing provisions, or to add any new provisions nor to give any decision which is inconsistent with the terms and contents of this Agreement.
- 14.07 It is agreed that a representative of CUPE may be present at all stages of the grievance and arbitration procedures if the union executive so desires.

14.08 No matter may be submitted to arbitration which has not been carried through the grievance procedure, unless mutually agreed upon in writing.

14.09 This Article shall not apply to probationary employees.

ti 15 - Specified H

15.01a) Each employee who has completed thirty (30) calendar days or more continuous service, is entitled ~~to~~ eleven (11) paid specified holidays regardless of the day on which the holiday occurs.

The holidays to which this will apply are:

New Year's Day	Canada Day
Civic Holiday	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Boxing Day	

b) Each employee who has completed thirty (30) calendar days or more of continuous service prior to the 3rd Monday in February, is entitled to a floating holiday in lieu of Heritage Day. ~~In~~ the event that Heritage Day is declared a national and/or provincial holiday, the floating holiday will be discontinued.

The floating holiday shall be taken at a time in the calendar year mutually agreed upon between the employee and the employee's supervisor and scheduled a minimum of two (2) weeks in advance. ~~In~~ the event scheduling of the holiday is in dispute the matter may be referred to the Assistant CAO, Human Resources and the employee's supervisor for resolve.

- c) **For those employees who are required to work, and do work on Easter Sunday, Articles 15.03 a), 15.03 c), 15.04 and 15.06 will apply.**
- 15.02 In order to qualify for payment for specified holidays employees must work their scheduled working day immediately prior to and following the holiday except in the following circumstances; where absence on either or both of the said qualifying working days **is** with prior written permission, or due **to** illness or injury, or due to a reasonable excuse acceptable to the Region.
- 15.03a) Employees who are regularly scheduled to work and do work on a paid holiday, shall receive pay for such work at the rate of time and one-half (1 ½) their regular rate and shall be given a day off with pay in lieu of such holiday at a mutually satisfactory time, but in any event, within ninety (90) calendar days of the holiday.
- b) Employees who are regularly scheduled to work on a paid holiday shall receive pay for such work at the rate of three (3) times their regular rate for Christmas Day only.
- c) Where the employee regularly scheduled to work on a statutory holiday chooses not to work on that day, the work will first be offered to all other permanent employees in that classification on a seniority basis. Should no one volunteer to complete the work, the work shall be re-assigned on a reverse seniority basis in that classification.
- 15.04 Employees who are absent on a paid holiday for which they are scheduled to work shall forfeit all pay for the holiday unless such absence is due to illness certified by a medical certificate that is submitted no later than the end of the pay period

following that in which the holiday in question occurred, and provided the employee has worked five (5) or more days in the pay period in which the holiday falls in which case they will be eligible for one (1) day of sick pay.

- 15.05 When any of the specified holidays in this Article fall on an employee's scheduled day off, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the Region, but in any event within ninety (90) calendar days of the holiday except when a specified holiday such as Canada Day, Remembrance Day, Christmas Day, Boxing Day or New Year's Day fall on a Saturday and/or Sunday, when agreement as to lieu days will be between the Union and the Region if not covered by law.
- 15.06 Employees who are not on their regularly scheduled day off but who are scheduled off in recognition of the holiday on the actual day of the specified holiday shall, if called in, receive their regular day's pay for the holiday and in addition shall receive time and one half (1 ½) their regular rate for all hours worked subject to the call-in provisions of this Collective Agreement.

Article 16 - Vacation

- 16.01 a) Employees shall receive annual vacation with pay according to their length of service as set out below. Vacation shall be determined within the current calendar year and shall be taken in the current calendar year subject to Article 16.03 below:

Length of Service

Less than one (1) continuous year of service.

Vacation Entitlement

One (1) day per completed calendar month of service to a maximum of ten (10) working days.

Not less than one (1) year of continuous service but less than two (2) years of continuous service. Two (2) weeks.

Not less than two (2) years continuous service but less than seven (7) years continuous service. Three (3) weeks.

Not less than seven (7) years continuous service but less than fifteen (15) years continuous service. Four (4) weeks.

Not less than fifteen (15) years of continuous service but less than twenty-four (24) years of continuous service. Five (5) weeks.

Not less than twenty-four (24) continuous years of service. Six (6) weeks.

b) One additional day of vacation for each additional year of continuous service after the twenty-four (24) years specified above, shall be granted, to a maximum of one (1) additional week (five (5) working days).

16.02 Not more than two (2) consecutive weeks vacation may be taken at a time during the months of July, August and September, however, if the vacation of another employee(s) is not affected in any way and efficient operation can be maintained, the Region will allow a vacation longer than two (2) consecutive weeks during the three (3) months stipulated in this clause.

- 16.03 Employees with three (3) and more weeks of vacation shall be permitted to carry over up to one (1) week of vacation into the following calendar year.
- 16.04 Vacations will be scheduled at such time of the year as is found most suitable considering both the wishes of the employee and the Region; however, they will be scheduled in such a manner as to provide a fair distribution of the number of employees within the work group absent at any one time.
- 16.05a) Employees with greater seniority will have first choice of vacation dates, providing the requests for vacation time are submitted by April 1st for the period June 1st to November 30th, and by October 1st for the period December 1st to May 31st. This procedure is to allow the vacation schedule to be determined by five (5) working days after April 1st and October 1st respectively each year.
- b) Employees not submitting a request by either April 1st or October 1st, may submit a request at least two (2) weeks in advance, and such vacation will be granted on a first come, first served basis in keeping with staffing requirements and the remaining available time slots.
- c) Requests for vacation for periods of less than five (5) days may be granted upon provision of one (1) week's notice on a request form. Requests on shorter notice may be granted **upon** mutual agreement of the employee and the supervisor.
- d) Requests for vacation time shall have preference over requests for lieu time and leaves of absence.
- 16.06 Notwithstanding the vacation entitlement in Article 16.01, an employee who has taken vacation time and terminates his/her employment before the end of the calendar year, shall have any

unearned portion of vacation leave deducted from his/her termination pay. An employee who has not taken all of the vacation time to which he/she is entitled shall be paid on termination the proportionate amount of vacation to which he/she is entitled, except that in the case of an employee with less than one (1) year of credited service, vacation pay out shall be calculated at four percent (4%) of earnings.

- 16.07 Employees who have been absent without pay for any reason excluding pregnancy leave, parental leave or union leave for more than twenty-three (23) working days shall receive a pro rata reduction in their vacation pay.
- 16.08 Vacation pay for temporary full-time and part-time employees shall be four per cent (4%) of earnings and shall be calculated, added and paid for each pay period.
- 16.09 **In** the event an employee suffers a certifiable personal illness or is personally injured whilst on vacation, the period of vacation during which the employee was incapacitated, may be transferred at the employee's request, to sick leave. Vacation for equivalent time may be taken at another mutually agreed upon time provided all of the following conditions are met:
- a) the employee has sick credits
 - b) the employee requests the transfer in writing to the Director, Employee Relations, or designate, within ten (10) days of the employee's return to duty.
 - c) that request is supported by a medical certificate which is signed by the attending physician or designate, and said certificate must indicate the employee was incapacitated and the date of the sickness/treatment, and that the employee was under the physician's care.

- 16.10 a) Probationary employees will not have vacations scheduled within the probationary period.
- b) Where vacation cannot be scheduled for these employees between the expiration of their probationary period and the end of December they may carryover such vacation to the next calendar year.

Article 17 - Leave of Absence

17.01 Union Leave

- a) Leave of absence without pay and without loss of seniority shall be granted upon request to the Region to employees elected or appointed to represent the Union at union conventions or seminars and provided such leave of absence does not interfere with efficient operations. Such time shall not exceed one hundred and sixty (160) working days in any calendar year and not more than six (6) employees shall be permitted to be absent at any one time. Such requests shall be in writing from the Secretary **of** the Local to the Director, Employee Relations, or designate, as far in advance as possible and shall contain the names of the appointed employees plus dates of the meeting.
- b) The President of CUPE Local 1883 shall be granted union leave 5 one-half afternoons per week for the purpose of carrying out union activities. The Union may designate one member of the executive to fill-in for the President, when the President is expected to be absent for five (5) or more consecutive working days. The Union and the Region will each share one-half the cost of the leave (8.75 hours per week each). The Region will submit statements to the Union for reimbursement of wages and not employee benefits. The Region agrees to not include this union leave as union leave in calculating total number of days taken under Article 17.01 a) of this Agreement. Further details

concerning the expectations for union leave for the CUPE Local 1883 President are contained in the Letter of Understanding attached to this Agreement.

- c) The Region shall grant leave of absence without loss of pay, benefits, or service credits to members of the Union Negotiating Committee who participate in negotiations.
- d) The Region shall continue to pay the wages of employees on union leave of absence and the Union shall reimburse the Region for wages paid to union representatives or members where such leave is without pay.
- e) i) When an employee who **is** elected **or** appointed to office or to a staff position in the Canadian Union of Public Employees, upon request, shall be granted a leave of absence without loss of seniority and benefits for up to two (2) years. During such leaves of absence, salary and benefits shall be kept whole by the Employer and the Union agrees to reimburse the Employer for such salary and the employer's contribution to said benefits.
- ii) The employee agrees to notify the Employer of the employee's intention to return to work within two (2) weeks following termination of office for which the leave was granted. **At** the end of such leave, any employee hired or placed as a substitute for the employee on such absence, may be terminated or laid off by the Employer as required, or be transferred to the employee's previous position, if the substitution was a transfer.
- f) Employees who are members of the CUPE Local 1883 Job Evaluation Committee will have one-half (½) day off with pay from their regular job duties following each time the Committee meets, and one (1) other full day off with pay annually, in order that the Committee can meet and attend to their duties as committee members.

- g) All leaves of absence under Article 17.01 shall be without loss of seniority.

17.02 **Jury Duty or Witness**

- a) Permanent full-time employees who are required to serve as jurors or witnesses in any court, shall be granted leave of absence for this purpose. Such leave shall not constitute a break in service for the calculation of seniority or sick leave credits. Upon completion of the jury or witness service such employees shall present to their Department Head a certificate satisfactory to the Region showing the period of such service. A coroner's inquest shall be considered as a court for purposes of this Article.

Such employees will be paid their full salary or wage for the period of such jury or witness service provided they shall deposit with the Commissioner of Human Resources Assistant or Designate the full amount of compensation received, excluding mileage and travelling expense, and an official receipt therefore.

- b) When employees are required to appear in court as a witness on behalf of the Region while they are off on leave or vacation, they shall be paid their full regular salary or wages for the period of time they are required to attend court, or will be given time off in lieu upon their return from leave or vacation, to be used within ninety (90) calendar days of their return to work.
- c) Employees shall also be compensated for the applicable mileage allowance and parking expenses incurred while attending court on the Region's behalf while on leave.

- d) Leave is defined for the purpose of this article as those absences where the employee is off work and is not being paid by the Region.
- e) Employees who do not return from leave shall be paid the salary or wages, mileage allowance and parking expenses, owing for the period of witness service at the time of their termination.

17.03 **Bereavement Leave**

Leave of absence with pay shall be granted to an employee who is scheduled to work, and shall not be paid for those days the employee was not scheduled to work as follows:

<u>Relationship</u>	<u>Entitlement</u> <u>(working days with pay)</u>
Mother	5 days
Father	5 days
Brother	3 days
Sister	3 days
Mother-in-law	3 days
Father-in-law	3 days
Spouse	5 days
Child	5 days

(If requested by the employee, the Region will grant up to ten (10) working days without payment for the relations listed above).

Own grandparent	2 days
Spouse's grandparent	2 days
Own grandchild	2 days
Spouse's grandchild	2 days
brother-in-law	1 day

sister-in-law	1 day
daughter-in-law	1 day
son-in-law	1 day

17.04 **Pregnancy Leave**

- a) An employee will be granted unpaid pregnancy leave, upon written request and certification of a medical practitioner. **This request shall be submitted as far in advance as possible but not less than two (2) weeks prior to the anticipated date of the leave.** The leave shall be granted for any period of up to seventeen (17) weeks immediately preceding the expected date of delivery stated on the certification. Total length of pregnancy leave shall not exceed six (6) months, except under extenuating circumstances.

An employee may return from such leave prior to the expiration of the seventeen (17) week date. Notice of said return to work must be provided at least four (4) weeks in advance of the date of return.

An employee returning from pregnancy leave shall be reinstated in the employee's previous position and work location and shift, at a rate of pay not less than that which the employee was receiving at the time of the beginning of the leave of absence.

The employee shall continue to accumulate seniority and service benefits during said pregnancy leave. The Employer shall pay the premium for all applicable benefits for the first six (6) months pregnancy leave, except OMERS. The Employer contribution to OMERS will only be continued provided the employee gives the Employer written notice that the employee will pay the employee's contributions, on an approved form provided to the Employee by the Region.

Where the Collective Agreement is silent, the current legislation applies.

The Region shall pay the two (2) week Employment Insurance waiting period of leave at seventy-five percent **(75%)** of the current weekly earnings.

The fifteen (15) week entitlement under Employment Insurance shall be topped up by the Employer so that the employee receives seventy-five percent **(75%)** of her current weekly earnings.

Both payments above shall be paid retroactively after proof is provided that the employee is in receipt of EI benefits.

Parental /Adoption Leave

- b) An employee will be granted unpaid parental leave for a period up to and including thirty-five (35) weeks, upon request and verification of:
 - i) the birth of the employee's child.
 - ii) the coming of a child into the custody, care and control of the parent for the first time.

Parent is defined as a person with whom a child is placed for adoption or a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.

An employee who does not take pregnancy leave will be granted up to thirty-seven (37) weeks of parental leave, upon request and the verification of i) and ii) above.

The parental leave of an employee who takes pregnancy leave must begin when the pregnancy leave ends unless the child has not yet come into the custody, care and control of a parent for the first time.

Parental leave must begin no more than fifty-two (52) weeks after the day the child is born or comes into the custody, care and control of a parent for the first time.

The employee must provide the Employer with written notice of the **anticipated** date the leave is to begin. **This notice will be submitted as far in advance as possible but not less than two (2) weeks (where possible).** The employee shall continue to accumulate seniority and service benefits during the said parental leave. The Employer shall pay the premium for all applicable benefits for the thirty-five (35) or thirty-seven (37) week parental leave, except OMERS. The Employer contribution to OMERS will only be continued provided the employee gives the Employer written notice that the employee will pay the employee's contributions, on an approved form provided to the employee by the Region.

Adoption Leave

- c) An employee will upon request, be granted a further unpaid leave of absence for up to seventeen (17) weeks for adoption of a child. Written notice for the additional leave must be provided in conjunction with the notice of parental leave. The employee shall continue to accumulate seniority and service benefits during said adoption leave. The Employer shall pay the premium for all applicable benefits for the seventeen (17) week adoption leave, except OMERS. The Employer contribution to OMERS will only be continued provided the employee gives the Employer written notice that the employee

will pay the employee's contributions, on an approved form provided to the employee by the Region.

17.05 Unpaid Personal Leave

The Region may grant a leave of absence without pay and without loss of seniority to employees for legitimate personal reasons. A request for such leave shall be made in writing to the employee's Department Head as far in advance as possible and the granting of such leave must have the approval of both the Department Head and the Assistant CAO, Human Resources, or designate. Such requests shall not be unreasonably withheld.

17.06 Education Leave

- a) Employees, at the discretion of the Department Head, may attend short courses, workshops and professional meetings and the Region will pay travel expenses, registration fees, and single room hotel accommodations and a per diem to cover meals and all other expenses related to the conference. When the round trip journey takes five (5) hours or longer, one additional per diem may be claimed. The Department Head will ensure that such leaves are rotated equitably and fairly. Seniority shall accumulate during education leaves of absence.
- b) The Region will provide employees with a tuition refund upon the successful completion of Job-Related and Career-Related courses. The Career-Related tuition refund plan falls within the purview of the Employer and can be changed at the Employer's discretion with thirty (30) days notice. Approved Job-Related courses will be subsidized at the rate of 100 percent for the cost of tuition, registration, administration and examination fees, after successful completion of the course. Approved Career-Related courses will be subsidized at the rate of 50

percent for the cost of tuition fees only, after the successful completion of the course, to a maximum of \$400.00 for any one course.

- c) Employees applying for reimbursement for Job-Related courses must make a request to their Supervisor and Department Head by filling out an "Application for Sponsorship of Education Course". The reimbursement for the course and any work-time required to attend the course must be approved before commencement of the course.
 - d) Employees applying for reimbursement of Career-Related courses must make a request to the Director, Employee Relations by filling out an "Application for Sponsorship of Education Course". The reimbursement for the course must be approved by the Director, Employee Relations and any work-time required to attend the course must be approved by the employee's supervisor before the commencement of the course.
 - e) Approval of either Job-Related or Career-Related courses shall be at the discretion of the Region which shall not be unreasonably withheld subject to the applicability of the particular course, the availability of reimbursement funding, and the ability of the Region to allow the employee time off, if necessary to take the course.
- 17.07 Employees who take other gainful employment during absence from **work** due to illness, injury or authorized leave of absence, shall be deemed to have voluntarily quit their employment unless they have prior written permission from the Assistant CAO, Human Resources, or designate, to take other employment.

17.08 Prepaid Leave Plan

The Region and the Union have developed an approved Prepaid Leave Plan. The parties have entered into a Letter of Understanding as required by the Federal Ministry of Revenue, for the implementation of this plan, and this Letter of Understanding **is** attached as Appendix “C” to this Agreement.

Article 18 - Hours of Work, Schedules, Breaks and Reporting

18.01 Standard Hours

The normal hours of work for full-time employees shall be seven (7) hours per day, thirty-five (35) hours per week, Monday to Friday, exclusive of a one (1) hour unpaid meal period. However, the normal hours of work for Cooks is thirty (30) hours per week working six (6) hours a day and for the Clerks identified in Appendix ‘A’ **as** working forty (40) hours per week working eight (8) hours per day, Monday to Friday, and the Teacher Interpreter (Doon) positions at thirty-seven and one-half (37.5) hours exclusive of the unpaid meal period.

18.02 Schedules

Scheduled hours of work that are normally subject to fluctuation shall be posted at least two (2) weeks in advance. In the case of a change in the posted schedule at the request of the Region with less than twenty-four (24) hours notice, employees so affected shall be paid time and one-half (1 ½) their regular straight time pay only for the first work day of the new schedule. Such premium shall not apply when the change is requested by an employee and consented to by the Region. An employee who has worked overtime will not be required to take time off in lieu of payment.

18.03 **Breaks**

A fifteen (15) minute rest period inclusive of any time taken away from the work area shall be granted to all employees during each half of their regular workday with such times at the discretion of their immediate supervisor. Employees cannot elect on their own initiative to work through rest periods (or meal periods as outlined in this Collective Agreement), in order to shorten their work day etc. Employees who work less than one half (½) of a normal work day are not eligible for a rest period.

18.04 **Reporting**

- a) Employees who report for work at the regular starting time, who have not previously been notified not to report, and who are laid off for any reason such as inclement weather, equipment failure or material shortage will receive pay for a minimum of four (4) hours at their regular rate of pay. If the employees are told to report back in the afternoon and are again laid off for any reason, they will receive pay for a minimum of two (2) hours at their regular rate of pay.
- b) Employees who report late for their workday shall not be deducted any pay for a period of less than five (5) minutes, pay will be deducted for periods of lateness of five (5) minutes or more to the nearest exact fifteen (15) minutes that is longer.

Article 19 - Premium Pay and Allowances

19.01 **Overtime**

- a) All authorized hours worked in excess of the normal work day, the normal work week, or on a specified holiday, shall be considered as overtime and shall be paid for at the rate of time and one-half (1½), except as hereinafter provided. Work

performed on specified holidays will be paid at time and one-half (1½) the basic rate, plus a paid lieu day off. Overtime work performed on Sundays or the second regular day off will be paid at double (2) the regular basic rate. Overtime work performed on Saturdays will be paid at time and one-half (1½) the regular basic rate.

It is the intent of the foregoing that overtime will only be paid for time actually worked in excess of seven (7) or eight (8) hours as applicable, in the day.

- b) Department Heads may, at their discretion, allow compensating time off regular working hours at a mutually agreeable time in lieu of overtime payment when requested by the employee. Compensating time off will be on a time and one-half basis for overtime hours worked and must be approved in writing by the employee's Department Head.
- c) Overtime rates will not apply for the first fifteen (15) minutes following termination of the regular work day. Should overtime exceed fifteen (15) minutes the foregoing payment shall be retroactive to the commencement of the overtime period. Overtime worked that terminates within fifteen (15) minute periods shall be paid to the nearest exact fifteen (15) minutes that is longer.
- d) It is agreed that any overtime, other than an emergency situation, will first be offered to available qualified permanent full-time employees within both the work assignment and the classification on a seniority basis. For clarity, the word available shall mean available within a reasonable time and distance and the word qualified shall mean possessing the necessary skills and abilities to perform the overtime assignment in a competent manner.

However, if a sufficient number of qualified permanent full-time employees cannot be obtained, then the Region may offer the extra work to qualified temporary full-time, part-time or student employees or to anyone else selected by the Region.

- e) Overtime shall not apply on work regularly scheduled on Saturdays or Sundays or when employees are scheduled to work Saturdays or Sundays to enable them to complete a full work week or when a change of scheduled work is arranged between employees, and is approved by the Region, which may necessitate employees working hours in excess of the normal work week.
- f) i) Temporary full-time employees as defined in this Collective Agreement, will receive overtime payment on the same basis as permanent full-time employees under this Collective Agreement.

ii) Temporary full-time employees as defined in this Collective Agreement, will only be entitled to premium pay for working on a statutory holiday in accordance with the Employment Standards Act.
- g) Standard hours of work, as outlined herein are stated only for calculating overtime and shall not be construed as a guarantee of any minimum or any maximum hours to be worked. Overtime and premium payments shall not pyramid in any circumstance(s).

19.02 **Call-in**

- a) If employees are called in to work after having completed their regular work day and having gone home, they shall be paid a minimum of three (3) hours pay at the applicable overtime rate.

- b) When a call-in commences within two (2) or three (3) hours, as applicable prior to the start of a regular shift, the first two (2) or first three (3) hours, depending on whether or not the employee is on standby, will be at the appropriate overtime rate and the balance of the shift at regular rate. Call-in provisions do not apply to employees who are requested to start their shift early, if they have at least ten (10) hours notice of early start. Call-in does not apply to planned overtime of which at least ten (10) hours advance notice has been given but such planned overtime not continuous with a regular shift shall be paid a minimum of two (2) hours at the appropriate overtime rate.

19.03 **Stand-by call**

- a)
 - i) Authorized employees who are scheduled for stand-by call shall receive **one hundred and sixty-one (\$161.00)** dollars per week Friday to Friday (**effective July 1, 2005 - \$168.00, July 1, 2006 - \$175.00**), plus **twenty (\$20.00)** dollars per day extra for any specified holiday occurring in the stand-by period; and, all employees called out on emergency calls will be paid a minimum of two (2) hours at the appropriate overtime rate. Such employees shall be provided with a bell-boy pager where deemed necessary by the Region, and must report by telephone within fifteen (15) minutes of being paged, at which time they will be considered as being on duty.
 - ii) Employees authorized for short term stand-by, shall receive **twenty-three (\$23.00)** dollars (**effective July 1, 2005 - \$24.00, July 1, 2006 - \$25.00**) per authorized day plus, **twenty (\$20.00)** dollars per day extra and for any specified holiday occurring in the stand-by period. In addition, when called out on an emergency call, they shall be paid a minimum of two (2) hours at the appropriate overtime rate.

- b) In the event the employer requires an employee to remain on stand-by for a whole weekend, namely Saturday and Sunday, or on three (3) consecutive days in the event of a long weekend, the employee shall be paid two-sevenths (2/7ths) or three sevenths (3/7ths) respectively, of the stand-by pay for the week.
- c) All stand-by responses are considered emergencies until assessed otherwise. The employee on stand-by shall respond to the scene of the incident without undue delay.
- d) Employees on stand-by shall be paid mileage at the applicable rate for travelling to and from their residence or place where the call was received, provided it was within Regional boundaries, to the normal reporting location or the scene of the incident.

If employees on stand-by are paged while outside the Regional boundary, claimable mileage would be based on the distance from the boundary to the reporting location.

19.04 **Meal Allowance**

Where an employee works three (3) or more continuous hours continuous with the regular working day, such an employee shall be eligible for a meal allowance of nine (\$9.00) **and ten (\$10.00) effective January 1, 2005.** Payment of this meal allowance shall not apply where an employee **is** required to work at hours not continuous with the regular working day.

19.05 **Temporary Assignments**

Permanent full-time employees assigned to perform essentially all of the duties in a higher rated category continuously for one half (½) day or more, shall, while so assigned, be paid the rate for the job classification being performed, subject to the 'following guidelines:

- a) The assigned employee shall be paid at the rate of the higher rated job so that the rate is at least 4% more than their current salary,
- b)
 - i) In the event the assigned employee accumulates the required time that would normally move an employee from one increment level to another in the assigned higher-rated job if the employee were normally posted in that job, the employee shall be given credit for such days and will be paid at the next higher increment level of the assigned higher rated job.
 - ii) Paid vacation days or paid bereavement leave days would not cause **loss** of continuity under this clause, however, the required number of days would still have to be worked.
- c) Should employees be temporarily assigned to a lower rated job, their rate of pay shall not be changed.
- d) This Article does not apply to an employee assigned to duties in a higher rated category for training purposes only.
- e) Under no circumstances will an employee actually working in a higher category under this Clause 19.05, receive more than the maximum rate in the higher category.

19.06 **Shift Premiums**

- a) Employees working the second (afternoon) shift or the third (night) shift will receive a shift premium for all hours worked while on said shifts. Shifts shall be defined as follows:
 - i) afternoon shift - starting on or after 12 noon but before 9:00 p.m.; - ninety cents (\$0.90) per hour and **effective January 1, 2005 -- one dollar (\$1.00) per hour.**

- ii) night shift - starting on or after 9:00 p.m. but before 4:00 a.m.; - ninety cents (\$0.90) per hour and **effective January 1, 2005 – one dollar (\$1.00) per hour.**
- b) Shift premiums will not apply where the overtime premiums do apply.
- c) When employees work overtime as a continuation of their day shift or are called in outside of their normal hours, they shall not receive shift premiums.
- d) When a shift is established shift work will be offered to all employees of the classification required for the shift work. The most senior employee requesting the shift will be assigned to the shift providing he/she possesses the necessary skills, qualifications, ability and competence to perform the work available. If no employees request the shift, the work will be assigned to the most junior employees. In the event an experienced employee is required on a shift, the Region and the Union will discuss how that can be accomplished.

Article 20 - Absence From Work

- 20.01 Whenever possible, employees who are unable to assume their normal duties on any working day must notify the supervisor, or in the supervisor's absence, another member of management in the work area, prior to or within thirty (30) minutes of the commencement of their regular work day.
- 20.02a) **An** employee who is absent by reason of personal or family illness and whose absence is in excess of three (3) consecutive working days, may be required, and in the case of an absence greater than five (5) working days shall be required to furnish a medical certificate acceptable to the Region for each such absence, the

certificate is to be submitted to the immediate supervisor or division head by the employee no later than the end of the pay period following that in which the absence occurs.

- b) Wherever possible, employees must notify their immediate supervisor and/or division head during the normal work day at least the day before or on the same day prior to the start of their work day of their intentions to return to work.

- 20.03 The Region shall have the right at any time to require that an employee who is absent on account of sickness be examined by the Region's medical examiner, or by another physician selected by the Region.

Employees who are not satisfied with their rating following such an examination, will have the right to be examined by their own physician. If the report on the employee's physical is contrary to the first report, they will be examined by a third physician satisfactory to both parties. The third physician will be requested to complete the standard medical examination form but will not be informed of the reason for such examination. The results of such examination shall not be disclosed to the Region without the consent of the employee who may wish to use the same in support of a claim for special consideration. If the employee allows the results to be disclosed to the Region, a decision of the majority will be binding. If the employee does not allow the results to be disclosed to the Region, the decision of the physician used by the Region shall be binding.

- 20.04 Employees who are absent from duties by reason of illness, injury, or accident must furnish a medical certificate signed by a duly qualified medical practitioner to their supervisor prior to returning to full-time duties, if either or both of the following situations are evident:

- a) The absence, regardless of reason, is for a continuous period in excess of twenty-one (21) calendar days.
- b) The absence results from an accident, injury or incapacity to the body or any part thereof.

The required medical certificate must attest to the ability of the employee to return to regular full-time duties without any conditions etc., otherwise the medical certificate will not be considered as acceptable by the Region, and the employee will not be allowed to return until such certificate is provided.

(This condition might be waived by the Region, if the Region were to approve in writing prior to any return to duties, that an employee could return to some form of modified duties, if such duties, as determined by the Region, are available.)

- c) The Employer shall supply to each employee by March 1st of the year a statement showing the amount of accrued sick leave credits in their sick leave bank as of December 31st of the previous year.

Modified Duties

20.05 Rehabilitation and Modified Work

It is the mutual desire of the parties to assist in the rehabilitation of ill or injured employees and to ensure their return to meaningful employment and the resumption of an active role in the workplace.

- i) **Return to Work and Job Security**
 - a) **An** employee, who because of illness or injury, remains off work due to sick leave or an L.T.D. claim or a W.S.I.B claim shall retain and continue to accumulate seniority.

- b) Should an employee be capable of performing the essential duties of their former position, the Region shall return the employee to his or her former position. Should an employee not be capable of returning to their former position, the Region and the Union shall jointly determine the suitable placement of any employees on sick leave, L.T.D, or W.S.I.B who are capable of returning to work. Failing agreement on suitable placement, the employee shall at all times retain their right to bump a less senior employee in any other classification.

ii) Modified Duties

- a) This Clause provides a modified work program to assist in the rehabilitation of employees who have been absent from **work** due to illness or injury.

b) Objectives of the Program:

- i) To restore an ill or injured employee to his/her fullest possible occupational and economic capacity.
- ii) To provide an employee with an effective setting for work accommodation and work rehabilitation following illness or injury.
- iii) To accommodate and/or rehabilitate an ill or injured employee in his/her original position or job, wherever feasible, or to accommodate the employee in another position or job.

c) Definitions:

Modified Work

Altering a work condition or requirements to better match the employee's medical restrictions that he/she may perform safely without unreasonable risk of injury or re-injury to self or other and to assist in the rehabilitation of the employee. The altering of a work condition may include part-time hours.

Suitable Work

Work that is different from the employee's regular work and that has been specifically designed or designated to accommodate an employee's medical restrictions.

- d) Any employee who has sustained an occupational or non-occupational illness or injury, that prevents him/her from performing the essential duties of their regular job shall be eligible to participate in this program.
- e) At the request of either party, the Region and the Union shall jointly determine the design of modified work or duties based on medical information for an employee who is off work due to illness or injury. The Region and the Union shall determine the wage rate, if not the employee's former wage rate in accordance with approval and medical restrictions of the attending physician.
- f) Seniority will continue to accumulate while the employee is on modified duties. Employees requiring modified duties or work will have priority for vacancies in the bargaining unit.
- g) The modified work assignment must be productive and meaningful to both the Region and the employee. The modified

work assignment must suit the medical restrictions, education and training/experience of the employee. Medical restrictions will be determined by the employee's attending physician(s).

- 20.06 Employees who are unable to work because of compulsory quarantine imposed by the local Medical Officer of Health in writing, shall be entitled to treat the time lost as illness and be on paid sick leave to the extent of their sick leave credits. It is understood that this arrangement applies only to the period of quarantine which is officially imposed in writing by the local Medical Officer of Health.

Article 21 - Safety

- 21.01 The Region and the Union hereby acknowledge their commitment to health and safety in the workplace. The Region shall observe all precautions **reasonable in the circumstances** and will provide the necessary safety devices or appliances that may be required for the protection of its employees. Employees will co-operate by complying with safety practices.
- 21.02 Under the Occupational Health and Safety Act, there is to be an Occupational Health and Safety Committee, to examine all health and safety questions, and make recommendations **to the Employer for the improvement of Health & Safety of workers.**
- 21.03 Under the Occupational Health and Safety Act, there is to be a certified representative, who will be charged with the duty of ensuring a safe and healthy workplace. CUPE Local 1883 will select from it's ranks **members to act as certified representatives where required.**
- 21.04 The Region will provide a leave of absence, with pay, totalling eight (8) days per year for union members to obtain safety training.

Article 22 - Clothing

- 22.01a) The employees set out in this Article shall select their clothing issue as per the Regional Clothing Request Form (attached as Appendix B) and shall have the option of selecting any of the items contained on the Work Clothing Request Form, provided the total point value does not exceed the total points allowed for their position in any one calendar year.

Dispatcher (Transportation)	171 points
Inspector, Customer Service	180 points
Survey Technician I	180 points
Survey Technician	180 points
Environmental Officer II	180 points
Technician I - construction	148 points
Technician Voice Radio System	148 points
Customer Service Coord.	124 points
Program Asst (Corp Pub)	124 points
Program Technician	124 points
Publishing Technician	124 points

- b) Survey Technician I,
Survey Technician,
Environmental Officer 11:
Average cost of a shirt X4, plus the average cost of 2 pair of pants X3, plus the cost of a parka/2, plus the cost of a jacket/2 = total points allowed
Technician I (Construction)
Technician Voice Radio System:
Average cost of a shirt X3, plus average cost of 2 pair of pants X1, plus the cost of a parka/2, plus the cost of a jacket/2 = total points allowed
Customer Service Coordinator,
Publishing Technician,
Program Technician:

Cost of 1 shop coat/3, plus the average cost of a shirt X3,
plus the average cost of 1 pair of pants X3 = total points
allowed

- c) The point values contained in the Work Clothing Request Form will be amended from time to time to reflect the actual cost of the clothing. However, the total points allowed will always maintain the current purchasing power of the current point allotment for each position as provided for in this Article. Points cannot be carried forward from one year to another.
 - d) Survey Technicians, Survey Technician 1, Environmental Officer II and the Technician I - Construction shall be supplied with safety boots and/or sorrel type boots **as** deemed appropriate by their supervisors to a maximum of 2 boot chits in any one calendar year.
 - e) The **Customer Service Coordinator, Publishing Technician** and **Program Technician** will be provided with safety footwear as deemed appropriate by their supervisor and the Region will pay a maximum of eighty (\$80.00) dollars towards the purchase of such footwear.
- 22.02a) Laboratory Technologists and Laboratory Technicians will be supplied with three (3) lab coats annually, to be worn during working hours on a rotational basis. Smocks will remain at the laboratory and will be laundered at Regional expense.
- b) Laboratory employees who are on standby who are not covered under Article 22.01 will be supplied with one (1) hydro style parka, one (1) pair of coveralls, a safety hat, annually, and safety/sorrel type safety boots as deemed appropriate by their immediate supervisor to a maximum of two (2) boot chits in one calendar year.

- 22.03 **Municipal Law Enforcement** Officers shall be supplied with the following clothing issue as required:
- a) One (1) pair uniform boots once annually
 - b) One (1) jacket, one (1) hat, three (3) summer shirts, three (3) winter shirts, three (3) pair of pants, and two (2) ties, every two years.
 - c) One (1) parka and one pair green patch rubber Wellington style boots every three (3) years.
- 22.04 Public Health Inspectors shall be provided with the following clothing and equipment issue:
- a) One (1) nylon style parka: worn out parkas must be exchanged for new issues.
 - b) One (1) pair of safety boots or shoes every two (2) years.
 - c) Rubber boots when their use is required: worn out boots must be returned for new issues.
 - d) One (1) small cooler when its use is required.
 - e) The Region will make available in each office location three (3) raincoats.
 - f) Dry-cleaning and repair and replacement of clothes will be provided by the Region as approved by the supervisor.
- 22.05 Dental Health Educators, Dental Assistants, and Dental Hygienist shall be provided with two (2) new lab coats when they are hired and shall be granted a replacement lab coat on an

as needed basis by the Region. Old lab coats must be turned in when a replacement lab coat is issued.

- 22.06a) Employees who do not choose the Regional issue will be responsible for providing their own clothing, at their own expense, in the required colour. Excessively worn or tattered clothing shall not be permitted.
- b) The standard colour for Regional clothing is blue. Employees must keep supplied clothing in a clean and presentable condition. Damaged or worn out clothing issue or boots must be exchanged for new issue. Employees using the Regional Clothing Request Form have the option of choosing orange safety wear without a point “penalty” for so doing.
 - c) Employees specified in this article are required to wear their Regional issue when reporting for their regular shift or scheduled overtime. Reasonable everyday wear will be permitted when an employee is called in for overtime.
 - d) Clothing provided by the Region shall be worn only when on duty and for travel to and from work.
 - e) All clothing issued by the Region shall where possible be made in Canada and bear a recognized union label.
 - f) Temporary full-time employees will be issued clothing as specified in this Article at the discretion of the Region following five (5) months of continuous temporary full-time employment, but only to the extent deemed necessary by the Region for the expected remaining total of service.
 - g) Employees who are issued clothing, safety boots etc. and whose employment is terminated for any reason prior to the completion of eight (8) weeks (40 days actually worked) of continuous

employment, shall have the cost of the clothing and/or safety equipment deducted from their pay.

- h) Coveralls will be supplied by the Region as deemed necessary by the Region and laundered at Regional expense.

Article 23 - Health and Welfare Benefits

23.01 Employee Benefit Program

- a) The Region will pay one hundred percent (100%) towards the cost of the following benefits as outlined in articles 23.02, 23.03, 23.04 and 23.05, which must be read subject to the conditions of the carriers.

The Region may change carriers from time to time, provided that the benefits will at least be equivalent to those now in effect. This does not apply to OHIP or any plan mandated by law. The Region's responsibility shall be limited solely to the proper payment of the premiums.

- 23.01b) The Region will not participate either in full or in part toward the premium cost for any part of the employee benefit program when an employee **is** off unpaid for any reason in excess of thirty (30) calendar days except for:
 - i) An employee on maternity leave to a maximum of **twenty-six (26)** weeks,
 - ii) An employee on parental leave, to a maximum of **thirty-seven (37)** weeks,
 - iii) **An employee on adoption leave in accordance with 17.04 c), to a maximum of seventeen (17) weeks,**

- c) An employee absent on Workers' Compensation or Long Term Disability, subject to Article 8.06, for a period of time equal to the length of their seniority at the time of the commencement of the absence, or for **thirty-six (36)** months, whichever is the lesser,
- d) An employee on layoff, to a maximum of six (6) months, subject to the provisions of Article 8.06(c).

If the Region does allow an employee to continue benefits beyond the thirty (30) calendar day period, then arrangements suitable to the Region must be made with the Human Resources Department before expiration of the thirty (30) calendar day period, and such arrangements will be automatically terminated and coverage lost if the Region is not reimbursed as per the arrangements agreed to. It is understood that this provision also applies to employees who are suspended in excess of thirty (30) calendar days.

23.02 The benefits available are:

- a) Ontario Health Insurance Plan (OHIP) or an equivalent or successor plan.
- b) Group Life Insurance Plan equivalent to two (2) times annual earnings to nearest one thousand dollars (\$1,000.00) that is higher.
- c) Major Eligible Expenses Include: Limits

Vision care	\$300 every 2 consecutive calendar years; (\$325 effective January 1, 2005; and \$350 effective January 1, 2006).
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Laser eye surgery is included in the overall vision maximums.

Semi-private hospital room

Out of Province emergency medical insurance

Supplementary health care:

massage therapy	15 visits, plus 5 additional visits where those visits are prescribed by a physician
chiropractor, osteopath, naturopath, podiatrist	\$250/year each discipline
psychologist	\$750/calendar year

NOTE: The above services must be provided by registered practitioners

As Prescribed by a Physician:

Prescription drugs - Employees will be issued Pay Direct cards for the purchase of prescription drugs covered by the present policy. The parties agree to the automatic substitution of generic prescription drugs for brand name prescription drugs where generic substitution are available. Reimbursement of the dispensing fee is limited to \$10.99 per prescription

Private duty nursing	\$25,000/calendar year
physiotherapist	
speech language pathologist	\$250/calendar year

lab and x-ray exams
wigs - chemo/radiation therapy \$1,000.00 every five (5) years

alopecia and other hair loss \$350.00/ calendar year
conditions excluding pattern baldness

trusses, braces, crutches, etc. \$350/calendar year
blood, plasma, oxygen
Rental of iron lung, hospital bed,
wheelchair, artificial eyes, limbs, ambulance

As Prescribed by an Otolaryngologist:

Hearing aids \$1,000/3 years; **(\$1200 effective January 1, 2006/3 years; \$1500 effective January 1, 2007/3 years)**

Audiology (hearing) test \$75.00 every three (3) years

As Prescribed by a Podiatrist or Physician:

orthopaedic shoes \$150/calendar year

- d) Extended Health Care Plan
- e) Benefit coverage is continued for spouse of deceased employee for **twenty-four (24)** months.
- f) Deductibles of ten (\$10.00) dollars single and twenty (\$20.00) dollars family will apply, with 100% being paid after the deductible is satisfied. Human Resources Development Canada (formerly the Unemployment Insurance Commission) allows the employer a credit against Employment Insurance premiums because of the Region's sick leave plan, and it has been agreed

that this credit, as it applies to employees in this Union, is to be used to delete the deductibles of \$10.00 and \$20.00 for the Extended Health Care Plan, while the credit continues to be received.

23.03 **Long Term Disability Plan**

The Long-Term Disability plan pays seventy (70%) percent of an employee's normal monthly salary if they are incapable of performing any kind of work because of illness etc., after a seventeen (17) week (119 calendar days) waiting period or when the employee's sick leave credits are exhausted, whichever is the greater.

23.04 **Dental Plan**

- a) The Region will provide a basic dental plan through a carrier of the Region's choice, which is **at least equivalent to the current plan.**
- b) The Region shall provide a major restorative rider to provide for major reconstruction of teeth that have deteriorated and the replacement of teeth with crowns, bridges, or dentures on the basis that the insurer and the employee will each pay one half (½) the total cost of the treatment(s), but in any event, the insurer's share not exceed \$3,000.00 (**effective January 1, 2007 - \$4000.00**) in any one calendar year.
- c) The Region shall provide a rider to the plan to provide for orthodontic services to a lifetime maximum of \$3,000.00 per person with fifty (50%) percent of the cost of the treatment paid by the employee and the remainder provided by the plan.

23.05 **Accidental Death and Dismemberment Insurance**

Insurance equivalent to two (2) times annual earnings to nearest one thousand dollars (\$1,000.00) that is higher.

23.06 **Sick Leave Plan**

- a) Permanent full-time employees shall be entitled to paid sick leave as provided by the Region's By-law #98-026. By-law #98-026 provides for accumulation of sick leave credits at the rate of one and one-half (1 ½) days per month of completed service.

It is further agreed that Cooks covered by this Collective Agreement will be allowed to accumulate sick leave on the basis of a day and a half (1 ½) a month with the understanding that "a day" shall constitute the normal working day, in hours, of the individual cook, and, if the daily hours of work are irregular, the hours of work in the immediately preceding four weeks shall be averaged to determine the amount of sick pay.

- b) Service does not include unpaid leave of absence exceeding thirty (30) calendar days. Absences due to maternity, parental **or adoption** leaves are not considered unpaid leave of absences for the purposes of the by-law. The maximum absence for maternity leaves is seventeen (17) weeks, and the maximum for parental leave is eighteen (18) weeks.
- c) Permanent full-time employees hired prior to September 12, 2002 shall, upon termination due to death or retirement, or on termination for any other cause after five (5) years service, one half (½) the employee's unpaid credits are paid to a maximum of one half (½) a year's pay.

- d) Service for all purposes in the by-law shall commence from the date of last hire as a full-time employee.
- e) Service to which section 27 (4) of The Regional Municipality of Waterloo Act applies is recognized and where an employee with such service was in a plan which provides for greater vesting of credits, vested credits are not divested.
- f) Medical certificates are required to authenticate absences in certain circumstances and may be required in others as specified in the By-law.
- g) Permanent full-time employees are entitled to utilize up to five (5) days of accumulated sick leave in a calendar year, to attend to family illness.

23.07 **Employee's Pension Plan**

All permanent full-time employees must immediately participate in the Ontario Municipal Employees Retirement System plan (OMERS).

Temporary full-time and part-time employees may be eligible for participation in OMERS provided certain criteria as established in the Pensions Benefits Act amendments are met by the employee and the employee opts to participate. Enrolment and contributions to the OMERS plan are in accordance with the rules and regulations of the plan as amended from time to time.

23.08 **Early Retiree Benefits-OMERS Retirement Windows**

Permanent full-time employees who voluntarily elect early retirement, and are over 55 or elect an unreduced pension are eligible for all benefits with the exception of LTD until

**the end of the month following the employee's 65th birthday,
subject to all of the following mandatory conditions:**

- a) The benefits available will only be,
 - Extended Health and Supplementary Benefits
 - Dental
 - Life Insurance of two times the initial OMERS annual pension, rounded to the next even thousand dollars that is higher.
 - Accidental Death and Dismemberment to a maximum of two times the initial OMERS annual pension, rounded to the next even thousand dollars that is higher.
- b) Coverage shall always be subject to the conditions prevailing between the Region and its carriers, on behalf of CUPE Local 1883.
- c) Unless the Region is notified in writing to the contrary before the employee's retirement date, the employee will be automatically enrolled in the applicable benefits.
- d) Employees cannot elect a choice of benefits. All benefits must be taken as offered.
- e) All benefits will cease effective:
 - i) the **last day of** the month in which the employee attains age 65, or;
 - ii) in the case of the employee's death;
 - re-employment of their spouse
 - re-marriage/or common law relationship entered into by their spouse

- the last day of the month in which the employee would have attained age 65.

23.09 **Prescription Safety Eye Glasses**

The Regional Municipality of Waterloo will pay up to a maximum of one hundred (\$100.00) dollars (single vision) and one hundred twenty five (\$125.00) dollars (bi-focals), towards the purchase price of a pair of CSA (Canadian Standards Association) approved prescription safety eye glasses, subject to the following conditions:

- a) Where documented medical requirement in writing from an ophthalmologist would raise the cost of the basic package for an employee, the Region would cover the extra cost on an individual employee basis.
- b) Completed requisitions must be approved by the Supervisor and **a copy** of the requisition with the original receipt forwarded to the Health & Safety Section.
- c) The employee for whom the prescription safety eye glasses are purchased, will pay to The Regional Municipality of Waterloo by means of payroll deduction, any extra costs in excess of the current maximums. This Letter of Understanding will be considered as necessary permission for the payroll deduction.
- d) Replacement will only be as authorized by the appropriate supervisor/manager and Health & Safety Section, however, under no circumstances will the Region participate in the above costs more often than once in any twelve (12) month period.
- e) The cost of these glasses would be in addition to any glasses obtained through the vision care benefits contained in the Region's major medical program.

The Region's carrier has agreed that they will consider for payment under the Region's major medical program, costs that an employee paid for prescription safety glasses over and above the maximums provided for and with the following conditions:

- i) Employees have not reached their vision maximums through another purchase i.e. within the two year period, the major medical program maximum cannot be exceeded.
- ii) The safety glasses must be prescription glasses. Old non-approved safety frames cannot be refitted with new prescription safety lenses.
- iii) The Region is to send in a photocopy of the receipt, as well as indicating their payment to the employee.
- iv) The employee's coverage is in effect on the date the expense is incurred.
- v) The program will be co-ordinated by Human Resources.

Article 24 - Copies of Agreement

- 24.01 The Agreement shall be printed in a form mutually agreed to between the parties.

Article 25 - Bulletin Board

- 25.01 Bulletin boards shall be provided in locations to be mutually agreed upon. The Union shall have the right to post general notices of union activities but shall not however, post notices of a political, civic or personal nature.

Article 26 - Salaries/Wages - Car Allowances

- 26.01 Classifications and salary/wage rates as set forth in Appendix “A”, which is attached hereto, form a part of this Collective Agreement.
- 26.02 Employees who are continuously absent unpaid for a period in excess of one (1) month (thirty-one calendar days), excluding those on pregnancy or parental leave, shall have their next salary increase, as shown in Appendix “A”, postponed by the same period of time.
- 26.03 Authorized employees who use their personal automobile for the performance of their duties or who are required by the Region to have a personal automobile for the performance of their duties will receive **forty-two cents (\$0.42)** for each authorized kilometre.
- 26.04 Claims will be submitted in kilometres only. Payments will be made upon receipt of monthly travel claims fully completed and approved by the appropriate supervisor for the purposes of the claim form, conversion from miles to kilometres shall be accomplished by using a factor of one mile equals 1.6 kilometres.

26.05 **Professional Fees**

The Region agrees to reimburse the cost of professional memberships or professional fees where the membership is a requirement of the position as determined by management and specified in the job description.

**Article 27 - Federal and/or Provincial Job Creation Projects,
Employment Development Programs, or Other Such
Programs**

- 27.01 Should the Region participate in any of the Job Creation Programs, Employment Development Programs, or other such programs, the following is agreed to:
- a) No full-time employee shall lose their job, be laid off or have their conditions of employment affected as a result of these programs.
 - b) The work to be done, where possible, will be over and above normal scheduled work. For further clarity, were it not for the availability of funding, the work assigned to employees hired under any of these programs would not otherwise be performed.
 - c) Employees hired under any of these programs would be considered as temporary full-time employees under the Collective Agreement.
 - d) All necessary personal safety equipment will be issued as required, however this does not include uniform and/or clothing, which will not be issued.
 - e) Salaries will be in accordance with Appendix "A" Special Notes.
- 27.02 No job creation programs will be introduced in a department while any employees in the bargaining unit, within the department, are on lay-off.
- 27.03 At least 10 working days prior to an employee commencing a Job Creation Program with the Region, the Human Resources Department shall inform the Union in writing of the name of the

employee, the department and location of the placement, the duration of the program and the nature of the job duties to be performed.

Article 28 – Workplace Safety and Insurance Benefits

- 28.01 An employee receiving **Workplace Safety and Insurance Benefits** shall accumulate seniority and be entitled to all benefits of this agreement subject to the provisions of Article 23.
- 28.02 The Region agrees that an employee who is injured while working, shall, upon return to work, be reinstated to the position, shift, and rate held at the time of the injury provided the employee is capable and qualified to perform the former employment. The Region will apply the modified duties plan subject to the **capabilities** of the injured employee, **based on their medical documentation**, and the work available.
- 28.03 The Region agrees to supply the Union with a copy of the **Workplace Safety and Insurance Board's Form 7**.
- 28.04 In the event of an employee's absence due to sickness or injury, said employees will be eligible to receive benefits under the Region's sick leave plan until such time as their sick leave credits are exhausted, regardless of the cause of the sickness or injury. **Workplace Safety and Insurance Board** payments shall be reimbursed to the sick leave plan if the Region receives the **Workplace Safety and Insurance Board** payments when the claim is approved.
- 28.05 Where employees are absent and in receipt of **Workplace Safety and Insurance Board** payments, the Region will make up the difference between the compensation payments and their regular salary or wage until such time as their sick leave credits are exhausted and the sick leave credits shall be debited with

one (1) hour's pay for each such day of absence on their normal working days.

It is understood that the foregoing is premised on the compensation payment coming direct to the Region as is the existing practice. Should the compensation payment go directly to the employee for whatever reason, the foregoing will still apply, providing the employee turns the cheque over to Human Resources, uncashed immediately when it is received. Failure to turn the cheque over as required will result in an immediate cancellation of any withdrawals whatsoever from sick leave credits, and the Region will not make up the difference as stated above, for the length of the instant claim.

- 28.06 The Region undertakes to notify injured employees when their sick leave credits are nearing exhaustion and the Region will inform the **Workplace** Safety and Insurance Board to redirect the compensation payments to the employee.

Article 29 - Technological Change

- 29.01 Technological change shall be defined as a change as a result of introduction of equipment, materials or processes different in nature to that previously utilized which negatively affects employment status (eg. position declared redundant, wage rate goes up or down) of one or more employees.
- 29.02 When the Region is considering the introduction of technological change the Region shall notify the Union as far as possible in advance of its intentions and plans. At least sixty **(60)** days in advance of the introduction of the change the Region shall provide the Union with an outline of the change.
- 29.03 The notice and outline in 29.02 shall be given in writing and shall include the nature of the change, the date of the proposed

change, and the approximate number and location of the employees likely to be affected.

- 29.04 The parties shall meet to discuss the following options, for any employee who is negatively affected by technological change as defined in 29.01 above, or who is affected by displacement as a result of technological change:
- a) Placement in a vacant position of equal or lesser classification for which the employee possesses the qualifications, ability and skills.
 - b) Bumping any less senior employee, provided the employee already possesses the necessary skills, qualifications, abilities and competence to perform the work available without training other than familiarization of no longer than ten (10) working days. Employees shall be allowed to bump to a higher paid classification.
 - c) Training, at the Region's expense that can be completed within **two hundred (200)** hours, to provide the employee with the skills required by the new method of operation, or to fill an existing vacancy of equal or lesser classification.
- 29.05 No employee shall be hired into the bargaining unit by the Region until all qualified employees affected by the technological change have been considered for the vacancy.

Article 30 - Performance Development Program

- 30.01 The Performance Development **Program** provides a framework for ongoing communication between employees and their supervisors regarding the employees' job performance and satisfaction. Performance **development plans** will be used for employee development purposes only. Performance

development plans shall not be used by the Region to adversely affect the employees promotional opportunities or as the basis of discipline.

- 30.02 Performance Development Plans will be conducted on a regular predetermined schedule. The performance development interview is a two-way dialogue that will include an opportunity for the employee to provide feedback to their supervisor on a voluntary basis. An employee shall be given at least five (5) working days notice of the Performance Development Plan meeting.
- 30.03 The criteria used to evaluate an employee's performance in the Performance Development Plan must reflect the job the employee performs as it relates to the departmental goals and values. Where an employee indicates satisfaction with their current position and does not express an interest in future promotion or advancement, these statements or views shall not be construed against the employee in any respect. Such opinions or views of the employee may be subject to change at a future date. An employee's comments on their Performance Development Plan shall not be the primary factor considered in determining which employees shall be given training opportunities.
- 30.04** The Performance Improvement Plan (PIP) is designed to define the performance gap, develop a plan of action and to measure the success. It is used for employees who have a gap in their performance that is ability related and is not a disciplinary process. The focus is to recover the employee and sustain improved performance. The employee is counselled, offered reasonable assistance and given a reasonable opportunity to improve their performance.
- 30.05 The employee shall be given a copy of any Performance Development Plan or Performance Improvement Plan before it

is placed in their file. The employees shall have the right to respond in writing to the Performance **Development Plan or Performance Improvement Plan** and such response shall form part of the employee's file.

Article 31 - Miscellaneous

- 31.01 The Region agrees that one copy of all Committee and Council meeting agendas and attached documents released to the public will be forwarded to the Recording Secretary of the Union by the Regional Clerks Division at the same time they are delivered to members of Committee or Council. This will be provided at no cost to the Union.

Article 32 - Term of Agreement

- 32.01 This Agreement shall become effective as of the first day of **July, 2004** and shall remain in force until the thirtieth day of **June, 2007** and thereafter it shall be automatically renewed from year to year unless in any year either party gives notice in writing to the other party of its desire to terminate, revise or amend this Agreement; such notice to be given within the period of ninety (90) calendar days before the expiry date of this Agreement.

In witness whereof the parties hereto have executed this Collective Agreement on this 26th day of May, 2004, at Kitchener, Ontario.

The Canadian Union of
Public Employees, Local 1883

Heather Chasick
Committee Member

Janice Richards
Committee Member

W. Brubaker
Committee Member

Annette Smith
Committee Member

Val Ingle
Committee Member

Linda Hurstman-Neeley
Committee Member

The Regional
Municipality of Waterloo

[Signature]
Regional Chair

[Signature]
Regional Clerk

Cheryl Howe
Assistant C.A.O., Human
Resources

[Signature]
Director,
Employee Relations

POSITION TITLE	POS. #		<u>SEP</u>	<u>, 2004</u>	<u>JUL</u>	<u>, 2005</u>	<u>JUL</u>	<u>, 2006</u>	<u>JAN</u>	<u>, 2007</u>
			<u>IRLY</u>	<u>ANNUAL</u>	<u>IRLY</u>	<u>ANNUAL</u>	<u>IRLY</u>	<u>ANNUAL</u>	<u>IRLY</u>	<u>ANNUAL</u>
GRADE 3		Start	14.95	7, 209	15.40	8, 028	5.86	8, 865	16.02	9, 156
Clerk IV (Collections mgmt)	R00820	12	15.93	8, 993	16.41	9, 866	6.90	10, 758	17.07	11, 067
Clerk IV (Data-Water)	R00942	Mth	17.00	0, 940	17.50	1, 868	8.04	2, 833	18.22	3, 160
Clerk IV (Data Entry-Water)	R00617	2 Yr								
Clerk IV (Data-Finance)	R00107									
Clerk IV/Recept. (WRH)	R01074									
Receptionist(ERC)	R00744									
Receptionist(WRH)	R01007									
Resource & Information Clerk	R00933									
GRADE 4		Start	15.59	8, 374	16.06	9, 229	16.54	10, 103	16.71	10, 412
Accounts Clerk (WRH)	R01008	12	16.60	10, 212	17.10	11, 122	17.61	12, 050	17.79	12, 378
Assistant, Customer Service (Transit)	R01049	Mth	17.71	12, 232	18.24	13, 197	18.79	14, 198	18.98	14, 544
Assistant, Customer Service (Tramp)	R01226	2 Yr								
Assistant, Employment services	R00671									
Assistant, Office Services (WRESTRC)	R01090									
Cash Control Clerk	R00884									
Clerical Assistant (Spec. Services – North)	R00977									
Clerical Assistant (Transit – South)	R00895									
Clerk III (Admin-Finance)	R00098									
Clerk III (Business Serv)	R00506									
Clerk III (Camb. – E&IS)	R00078									
Clerk III (Data – F&CR)	R00835									
Clerk III (E&IS)	R00138									
Clerk III (Env. Enforce Admin)	R00094									
Clerk III (Files & A/P)	R01214									
Clerk III (Files-Camb E&IS)	R00114									
Clerk III (Files – E&IS)	R00115									
Clerk III (Home Child Care)	R00120									

POSITION TITLE	POS. #		SEPT 1, 2004		JUL	1, 2005	JUL	6, 2006	J	1, 2007
			HRLY	ANNUAL	HRLY	ANNUAL	HRLY	ANNUAL	HRLY	ANNUAL
GRADE 4 con't....		Start	5.59	28,374	16.06	19,229	16.54	30,103	6.71	30,412
Clerk III (Public Health-Admin)	R00833	12	6.60	30,212	17.10	21,122	17.61	32,050	7.79	32,378
Clerk III (Purchasing& Mtls. Mgmt)	R00139	Mth	7.71	32,232	18.24	23,197	18.79	34,198	8.98	34,544
		2 Yr								
Clerk III (Licensing & Regulatory Serv)	R00993									
Division Assistant B	R00702									
Program Assistant (Counselling Serv)	R01157									
Program Assistant (CS&CP)	R01150									
Program Assistant (DHC)	R00763									
Program Assistant (Emp Options)	R00662									
Program Assistant (Housing)	R01193									
Receptionist (Public Health)	R00342									
Receptionist, Corporate	R00346									
GRADE 5		Start	16.23	29,539	16.72	30,430	17.22	31,340	17.39	31,650
Assistant, Customer Service (Finance)	R01211	12	17.32	31,522	17.84	32,469	18.38	33,452	18.56	33,779
Assistant Environmental Services	R01222	Mth	18.47	33,615	19.02	34,616	19.59	35,654	19.79	36,018
		2 Yr								
Assistant, Family Support	R00785									
Assistant, Office Services (Transp)	R01225									
Case Aide II (Child Care)	R00054									
Clerk II (Accounts Payable)	R00074									
Clerk II (Budgets-Facilities)	R00860									
Clerk II (Collections Mgmt-DHC)	R01192									
Clerk II (Data- E&IS)	R00080									
Clerk II (Data-Library)	R00124									
Clerk II (Dental)	R01138									
Clerk II (Facilities Eng)	R01161									
Clerk II (Facilities Ops)	R00083									
Clerk II (File System Conversion)	R01033									
Clerk II (Fleet Mtce)	R00116									
Clerk II (JSH)	R00087									
Clerk II (Library)	R00088									
Clerk II (Purchasing& Mtls. Mgmt)	R00071									

POSITION TITLE	POS. #		SEP	2004	JUL	2005	JUL	2006	JAN	2007
			IRLY	ANNUAL		ANNUAL	IRLY	ANNUAL	IRLY	ANNUAL
GRADE 5 con't....		start	16.23	9, 539	16.72	10, 430	17.22	11, 340	7.39	11, 650
Clerk II (Transit Fleet)	R00887	2 Mth	7.32	1, 522	7.84	2, 469	18.38	13, 452	8.56	13, 779
Clerk II (Wat Reg. Airport)	R01121	Yr	18.47	3, 615	19.02	4, 616	19.59	15, 654	9.79	16, 018
Division Assistant (WS&WM)	R01159									
IRIS Assistant	R00108									
Maint. Clerk (WRH)	R00999									
Maint. Mngt Clerk	R00607									
Program Assistant (C&AS)	R00102									
Program Assistant (CDD&SR)	R01098									
Program Assistant (Clinical-CDDSR)	R01120									
Program Assistant (Corp Publishing)	R01042									
Program Assistant (D&C)	R00701									
Program Assistant (Dir/Div Suppt)	R01087									
Program Assistant (EH&LR)	R01127									
Program Assistant (Emp Programs)	R00746									
Program Assistant (Empl Services)	R01065									
Program Assistant (EMS)	R00923									
Program Assistant (F&CR)	R01123									
Program Assistant (Fin-Admin)	R01146									
Program Assistant (HDP&E)	R01110									
Program Assistant (Infant Development)	R00086									
Program Assistant (Info. Tech Serv)	R00800									
Program Assistant (Ont Works-Admin)	R00734									
Program Assistant (PH&CS)	R00129									
Program Assistant (Placement Serv)	R01012									
Program Assistant (Records Mgmt- PH)	R01101									

POSITION TITLE	POS. #		SEP	, 2004	JUL	I, 2005	JUL	5, 2006	JAN	, 2007
			HRLY	ANNUAL	HRLY	ANNUAL		ANNUAL		ANNUAL
GRADE 5 con't...		Start	16.23	29, 539	16.72	30, 430	17.22	31, 340	17.39	31, 650
Program Assistant (SCPI)	R01085	12	17.32	31, 522	17.84	32, 469	18.38	33, 452	18.56	33, 779
Program Assistant (Soc Serv Admin)	R00110	Mth	18.47	33, 615	19.02	34, 616	19.59	35, 654	19.79	36, 018
Program Assistant (Child Serv Admin)	R00970	2 Yr								
Project Assistant (Waste Mngt)	R00964									
Receptionist (E&IS-Cambridge)	RO0345									
Receptionist (E&IS)	R00349									
Receptionist/Clerk (POCA)	R00967									
SDMT Operator (Ont Works)	R00047									
Technical Assistant (C&AS)	R00096									
Technician, Museum Move	R00934									
Terminal Clerk	R00881									
GRADE 6		start	17.03	30, 995	17.54	31, 923	18.07	32, 887	18.25	33, 215
Assistant, Admin Comms (Transit)	R00896	12	18.16	33, 051	18.70	34, 034	19.26	35, 053	19.45	35, 399
Assistant, Customer Service (WM)	R00842	Mth	19.35	35, 217	19.93	36, 273	20.53	37, 365	20.74	37, 747
Assistant, Dental (CINOT/OW)	R00079	2 Yr								
Assistant, Intake Assessment	R00713									
Assistant, Office Services (Airport)	R00707									
Assistant, Operations (Transportation)	R00073									
Assistant, Property Mgmt	R01003									
Assistant, Special Services	R00122									
Case Aide I (E&IS)	R00051									
Clerk I (Accounts Payable)	R00366									
Clerk I (Accounts Rec.)	R00066									
Clerk I (Bank Reconciliation)	R01103									
Clerk I (Treasury Investments)	RO0069									

POSITION TITLE	POS. #		SEP	2004	JUL	2005	JULY 6, 2006		JAN	2007
			HRLY	ANNUAL		ANNUAL	HRLY	ANNUAL	HRLY	ANNUAL
GRADE 6 con't...		start	17.03	30, 995	7.54	31, 923	18.07	32, 887	18.25	32, 215
Clerk I (Water Ops)	R00095	2	18.16	33, 051	8.70	34, 034	19.26	35, 053	19.45	35, 399
Clerk I (Work Coordinator)	R00628	4th	19.35	35, 217	19.93	36, 273	20.53	37, 365	20.74	37, 747
Clerk II (Prosecutions)	R00838	1 Yr								
Cook (Children's Services)	R00157									
Coordinator, Museum Move	R00935									
Coordinator, Sample Receiving	R00123									
Dental Assistant II	R00189									
* Dispatcher (Transportation)	R01109									
Family Visitor	R00770									
Financial & Tech Assistant (WRH)	R01006									
Program Assistant (Waste Mgmt)	R00093									
** Teacher/Interpreter (Agriculture)	R00940									
** Teacher/Interpreter (Domestic/Merch)	R00941									
GRADE 7		start	17.88	32, 542	18.42	33, 524	18.97	34, 525	19.16	34, 871
Assistant, Data Management	R01212	12	19.06	34, 689	19.63	35, 727	20.22	36, 800	20.42	37, 164
Assistant, Debt Records	R00367	4th	20.34	37, 019	20.95	38, 129	21.58	39, 276	21.80	39, 676
Assistant, Production	R00090	2 Yr								
Assistant, Rent Supplement	R01019									
Assistant, Water Efficiency	R00779									
Citizen Service Associate	R01142									
Clerk I (Facilities Admin)	R00082									
Assistant, Comm&Design	R00960									
Dental Asst I (Clinical)	R00188									
Sr. Clerk (Accounting)	R00068									
Sr. Clerk (Eligibility Review)	R00065									
Sr. Clerk (Emp Serv)	R00605									
Sr. Terminal Clerk	R00880									
Tech&Fin Assistant (EE&LS)	R01164									
Technician, Library (PH)	R00689									

POSITION TITLE	OS.#		SEP ¹ , 2004	JUL ¹ , 2005	JULY ¹ , 2006	JAN ¹ , 2007				
			HRLY	ANNUAL	HRLY	ANNUAL	HRLY	ANNUAL		
GRADE 8		start	18.83	34,271	19.39	35,290	19.97	36,345	20.17	6,709
Assistant, Project Communications	R01162	12 Mth	20.05	36,491	20.65	37,583	21.27	38,711	21.48	9,094
Client services Representative	R01010	2 Yr	21.41	38,966	22.05	40,332	22.71	41,332	22.94	1,751
Collections Clerk	R00955									
Collections Clerk (POCA)	R01097									
Coordinator, E&IS Administration	R00648									
Court Admin Clerk	R00845									
Court Clerk/Monitor	R00846									
Dental Health Educator	R00191									
Electronic Publishing Designer	R00638									
Inspector, Customer Service	R00848									
Teacher/Programmer (JSH)	R00828									
Technician, Information Mgmt&Archiv	R01151									
Technician, Lab (Water Qlty)	R00929									
Technician, Mktg & Design	R01223									
Technician, Publishing	R00317									
GRADE 9		Start	19.85	36,127	20.45	37,219	21.06	38,329	21.27	38,711
Analyst, Automation Help Desk	R00930	12 Mth	21.18	38,548	21.82	39,712	22.47	40,895	22.69	41,296
Coordinator, Fare Media	R00886	2 Yr	22.59	41,114	23.27	42,351	23.97	43,625	24.21	44,062
Coord, Finance & Lease (Airport)	R00706									
Coord, Volunteer Services (DHC)	R01093									
Assistant, Financial & Technical (WM)	R00388									
Inspector, Water Use By-Law	R01149									
Assistant, Library (B)	R00256									
Officer, Municipal Law Enforc.	R00046									
Sr Clerk Court Admin.	R01032									

POSITION TITLE	POS. #		SEP1	, 2004	JULY	, 2005	JULY	, 2006	JAN	2007
			IRLY	ANNUAL	IRLY	ANNUAL	IRLY	ANNUAL		ANNUAL
GRADE 9 con't...		Start	19.85	16,127	20.45	17,219	21.06	18,329	21.27	18,711
Survey Tech II (Instr Person)	R00473	2 Mth	21.18	18,548	21.82	19,712	22.47	20,895	22.69	21,296
Technician, Landfill Monitoring	R01017	1 Yr	22.59	21,114	23.27	22,351	23.97	23,625	24.21	24,062
Technician, P.C.	R00493									
GRADE 10		Start	21.08	18,366	21.71	19,512	22.36	20,695	22.58	21,096
Analyst/Trainer (Docs Corp)	R01158	2	22.50	20,950	23.18	22,188	23.88	24,462	24.12	25,898
Buyer	R00045	4th	23.97	23,625	24.69	24,936	25.43	26,283	25.68	26,738
Cartographer	R00048	1 Yr								
Child Care Teacher	R00187									
Coord, Customer Service	R01132									
(GRT-MP)										
Coord, Customer Service	R00318									
Coord, Fleet Services	R00943									
Dental Hygienist	R00192									
Design Tech I (Design&Const.)	R00194									
Eng. Technician(D&C)	R00485									
Env. Officer II (Industrial)	R00481									
Env. Officer II (Water)	R01063									
Info Tech Serv Support Consult	R00883									
Multi-MediaPublishing Designer	R00197									
Officer, Housing Communication	R00969									
Technician I (Biological)	R00484									
Technician I (Chemistry)	R01092									
Technician I (Inorganics)	R00480									
Technician I (Trace Organics)	R00492									
Technician, Automatr (Inc Sup)	R00696									
Technician, Planning (CP)	R00822									
Technician Planning (CS)	R00818									
Telecomms System Specialist	R01128									
Trial Coordinator(POCA)	R01028									

POSITION TITLE	POS. #		SEP'	1, 2004	JUL	, 2005	JUL	5, 2006	JAN	, 2007
			HRLY	ANNUAL	HRLY	ANNUAL	HRLY	ANNUAL	HRLY	ANNUAL
GRADE 11		Start	22.45	40, 859	23.12	42, 078	23.81	43, 334	24.05	43, 771
Assistant, Accounts(POCA)	R00844	12	23.90	43, 498	24.62	44, 808	25.36	46, 155	25.61	46, 610
Analyst, Health Data	R00778	Mth	25.51	46, 428	26.28	47, 830	27.07	49, 267	27.34	49, 759
CaseworkerII (Child Care Sub)	R00059	2 Yr								
CaseworkerIII (H.C.C)	R00060									
Coordinator, Education (DHC)	R00161									
Coordinator, Education (JSH)	R00162									
Coordinator, Marketing (Transit)	R01023									
Coordinator, Service Contract	R00958									
Coordinator, Village (DHC)	R00177									
Coordinator, Water Effic.	R00639									
Family Infant Consultant	R00246									
Field Coord (Lndfil Monitoring)	R00627									
Field Coord (Water Monitoring)	R00483									
Financial Assistant (AA&AS)	R00231									
Financial Assistant (Corp Serv)	R01200									
Financial Assistant (Env Serv)	R00232									
Financial Assistant (PH&SS)	R00235									
Financial Assistant (Social Housing)	R01054									
Financial Assistant (Transp/RDC)	R01116									
Officer, Env Programs(WM)	R00208									
Officer, Municipal Tobacco	R00826									
Law Enfo.										
Officer, Water Quality Compliance	R01096									
Planner	R00031									
Planner (Envmntl&Stewardship)	R01043									
Planner, Fleet (Fleet Serv)	R01195									
Survey Tech I (Party Chief)	R00472									
Technician, Water Resources	R01059									
Technologist (GIS)	R00745									
Technologist (Inorganics)	R01050									
Transit Analyst	R01058									

POSITION TITLE	POS.#		SEP	2004	JUL	2005	JUL	2006	JAN	2007
			IRLY	ANNUAL	IRLY	ANNUAL	IRLY	ANNUAL	IRLY	ANNUAL
GRADE 12		Start	3.92	13,534	4.64	14,845	5.38	6,192	5.63	6,647
Administrator, Transp. Infrast.	R00951	2	5.53	16,465	6.30	17,866	7.09	9,304	7.36	9,795
Analyst, Tech. Info Systems	R00985	4th	7.21	19,522	8.03	21,015	8.87	2,543	9.16	3,071
Water		1 Yr								
Asst. Supervisor/Resource	R00034									
Teacher										
Caseworker I (Child Care Sub)	R00808									
Caseworker I (E&IS)	R00058									
Community Rels. Worker	R01002									
(WRH)										
Conservator	R00156									
Coord, Comms (Water	R01104									
Efficiency)										
Coord, Intake Assessment	R00712									
Coord, OW Placement Prom.	R01048									
Coord, Wstwr Ops&Mtee	R01021									
Contr										
Counsellor, Employee Resrc	R00672									
Docs Corp System Specialist	R01056									
Electronic Technologist	R00885									
Env Officer I (Water Services)	R00500									
Financial Coordinator	R01235									
(Housing)										
Health Educator	R00971									
Materials Analyst/Sr Buyer	R01115									
Operational Designer	R00878									
Placement Worker	R00741									
Project Coord,	R00487									
(Accommodations)										
Project Coord, (Systems)	R01131									
Project Coord, CMMS	R01217									
Project Coord, (Construction)	R00796									
Project Coord, Technical Audits	R00768									
Property Agent	R01040									
Registrar/Researcher	R00358									
Specialist, Program Dev.	R00676									

POSITION TITLE	POS. #		SEP	JUL	JUL	JUL	JUL	JAN	JAN	
			IRLY	ANNUAL	IRLY	ANNUAL	IRLY	ANNUAL	IRLY	ANNUAL
GRADE 12 Con't..		start	13.92	43, 534	24.64	44, 845	25.38	46, 192	25.63	46, 647
Sr. Automation Technician	R01016	12	25.53	46, 465	26.30	47, 866	27.09	49, 304	27.36	49, 795
Sr. Technology Analyst (PH&SS)	R01156	4th 2 Yr	27.21	49, 522	28.03	51, 015	28.87	52, 543	29.16	53, 071
Technician I (Construction)	R00479									
Technician, Voice Radio system	R01160									
Technician, Water Trtmt Proc	R01080									
Technologist, (Biological)	R01139									
Technologist, (Env Systems)	R01105									
Technologist, (Organic)	R01140									
Technologist, QA/QC	R00488									
Transit Systems Analyst	R00889									
GRADE 13		Start	25.64	46, 665	26.41	48, 066	27.20	49, 504	27.47	49, 995
Analyst, Network	R00821	12	27.34	49, 759	28.16	51, 251	29.00	52, 780	29.29	53, 308
Analyst, Traffic SystemsMgmt	R00497	4th	29.14	53, 035	30.01	54, 618	30.91	56, 256	31.22	56, 820
Analyst, Transp Infrastructre	R01134	2 Yr								
Case Presenting Officer	R00784									
Coord, Waste Management	R00180									
Eng. Technologist(Corr. Mgmt)	R00994									
Eng. Technologist(Traffic)	R00498									
Facilitator (Employment Progs)	R00725									
Family Support Worker	R00310									
Planning InformationSpecialist	R00753									
Sr. Caseworker (Elig Review)	R00382									
Sr. Caseworker(Hostels)	R00385									
Sr. Caseworker (Students)	R00386									
Technologist I (Transp Ops)	R00495									
Technologist I (Water Serv)	R00494									
TransportationPlanner	R00501									

POSITION TITLE	POS. #		SEPT 1, 2004		JUL	1, 2005	JULY 6, 2006		JAN 1, 2007	
			HRLY	ANNUAL	HRLY	ANNUAL	HRLY	ANNUAL	HRLY	ANNUAL
GRADE 14		Start	27.50	50,050	28.33	51,561	29.18	53,108	29.47	53,635
Coord. Housing	R01041	12	29.31	53,344	30.19	54,946	31.10	56,602	31.41	57,166
Planner, Public Health	R00307	Mth	31.23	56,839	32.17	58,549	33.14	60,315	33.47	60,915
Principal Planner	R00752	2 Yr								
Principal Planner (Transit)	R00892									
Public Health Inspector	R00341									
GRADE 15		Start	28.78	52,380	29.64	53,945	30.53	55,565	30.84	56,129
Land Purchasing Officer	R00251	12	30.68	55,838	31.60	57,512	32.55	59,241	32.88	59,842
Social Worker (E&IS)	R00380	Mth	32.73	59,569	33.71	61,352	34.72	63,190	35.07	63,827
Social Worker (Public Health)	R00945	2 Yr								

NOTE: ** For jobs regularly scheduled 37.5 hours per week, the annual salary shall be calculated by multiplying the regular rate by 1950.

- * For jobs regularly scheduled 40 hours per week, the annual salary shall be calculated by multiplying the regular rate by 2080.

Cook (Child Care) works 6 hours per day, 30 hours per week.

APPENDIX "A" CONTINUED

Special Notes

1. Employees with Previous Service with the Region

Where employees with previous service with the Region are rehired into the same or similar classification as their previous classification with the Region, and the break in service from when they are returning is less than two (2) years and the employee was employed with the Region in the same or similar classification in excess of two (2) years, the Region shall start the employee at the one year rate in the salary progression.

2. When an employee is successful to a job posting in a higher classification, the employee will be placed at the salary grid step of the new classification that is at least four (4)% more than they were making in their previous position. If during the first year the employee would have moved to a grid step in the previous position that would pay more than they are currently making in the higher classification, then they will move to the next step of the higher classification on their previous anniversary date. Under no circumstances will an employee receive more than the maximum rate in the higher classification.

3. Employees hired under Job Creation Programs, Employment Development Programs, or other such programs:

- a) These employees will receive ten (10%) per cent less than the start rate for the classifications they are hired into or assigned.
- b) These employees will not progress through the range beyond the start rate.
- c) They will work the normal hours of the job they are hired into or assigned.

APPENDIX "B"
REGION OF WATERLOO WORK CLOTHING REQUEST FORM - 2004/2005

Local 1656: Full time - 230 Parttime - 138
 Local 1883: Survey Technicians I and II - 238 Environmental Officer - 238
 Construction Technician I - 186 Co-ordinator Customer Service,
 Dispatcher (Transportation) - 186
 Program Technician, Publishing Technician - 149
 CAW 302: Full time - 132

EMPLOYEES NAME: _____

STYLE	DESCRIPTION	POINT VALUE	SIZE	QTY	TOTAL PNTS
PANTS	10010-60 Men's finished leg length (34"), waist sizes: 30-56	20			
	10120-60 Men's cotton unfinished (35"), waist sizes: 30-56	26			
	16010-60 Men's cargo pant finished (34"), waist sizes: 30-56	27			
	14090-60 Men's dress jean finished (34") leg, waist sizes: 30-44	30			
	18240-60 Ladies' (pleated) unfinished leg (35"), waist: 24-44	24			
	Ladies' pants (Purchase from Marks Work Warehouse)	30			
	PC57 Ladies' cargo pant (Purchase from Marks Work Warehouse 2-3 weeks if not in stock)	27			
SHORTS	10244-60 Men's/Ladies' shorts, waist sizes: 28-44	19			
	16014-60 Men's cargo short, waist sizes: 28-44	24			
LONGSLEEVE SHIRTS	20080-61 long sleeve poplin, sizes: S-XXXL	16			
	20120-60 long sleeve cotton, sizes: S-XXXL	26			
	25490-61 long sleeve oxford, sizes: S-XXXL	23			
	90030-SG long sleeve T-shirt, no pocket, sizes: S-XXXL	9			
SHORT SLEEVE SHIRTS	20082-61 short sleeve poplin, sizes: S-XXXL	15			
	20122-60 short sleeve cotton, sizes: S-XXXL	27			
	23142-60 golf shirt, sizes: S-XXXL	16			
	23142-61 golf shirt, sizes: S-XXXL	16			
	25492-61 short sleeve oxford shirt sizes S-XXXL	22			
SWEATSHIRTS					
T-SHIRTS	23102-60 cotton with pocket, sizes: S-XXXL	7			
	90032-SG cotton with pocket, sizes: S-XXXL	8			
	Safety orange with retro reflective stripes, sizes: S-XXL	19			
	Cotton turtleneck, sizes: S-XXXL	21			
	31017-60 twill lined, sizes: S-XXXL	41			
	311C orange with retroreflective stripes, sizes: S-XXXL	41			

STYLE	DESCRIPTION	POINT VALUE	SIZE	QTY	TOTAL PNTS
JACKETS	Fleece with zipper, sizes: S-XXXL	47			
	Nylon with zipper, sizes: S-XXXL	37			
PARKAS	34290-60 bomber, sizes: S-XXXL	44			
	35290-60 commander, sizes: S-XXXL	69			
	306CP orange parka polylined (90Z), sizes S-XXXL	69			
	35030-60 duck parka, sizes: S-XXXL	54			
VEST'S					
	612CP orange with retro reflectivestripes, sizes: S-XXXL (insulated)	56			
HATS	Navy ball cap, solid back	10			
	Navy fleece toque	7			
	Bucket Hat				
	Knit hat				
SHOP COAT	Shop coat (ordered from Marks Work Warehouse)	36			

Total Points _____

EMPLOYEE'S NAME (please print) _____

EMPLOYEE'S SIGNATURE _____

SUPERVISOR'S SIGNATURE _____

RECEIVED BY EMPLOYEE _____ (Initials)

NAME: _____

DEPT/DIV.: _____ LOCAL : _____

APPENDIX "C"

MEMORANDUM OF UNDERSTANDING

- between -

THE REGIONAL MUNICIPALITY OF WATERLOO

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883

THE PARTIES to this Collective Agreement agree that the Prepaid Leave Policy established by the Council of The Regional Municipality of Waterloo (attached) shall apply to members of CUPE Local 1883, subject to such modifications and/or amendments as detailed herein, which are required to obtain conformity with the requirements of Canada Customs and Revenue Agency (Taxation) regulations, in particular Part LXVIII as amended.

The Policy modifications are deemed to be as follows:

1. The arrangement is not established to provide benefits to the employee on or after retirement, but is established for the main purpose of permitting the employee to fund, through salary or wage deferrals, a leave of absence from employment of not less than 6 consecutive months that is to commence immediately after a period ('the deferral period') not exceeding 6 years after the date on which the deferrals for the leave of absence commence.
2. The amount in respect of interest or other additional amounts that may reasonably be considered to have accrued to or for the benefit of the employee to the end of the taxation years shall be paid in the year to the employee.

3. The arrangement requires that all amounts held for the employee's benefit under the arrangement shall be paid to the employee out of or under the arrangement no later than the end of the first taxation year that commences after the deferral period.
4. Throughout the period of the leave of absence, the employee does not receive any salary or wages from the Employer, or any other person or partnership with whom the Employer does not deal "at arm's length", other than the amounts of salary that was deferred or reasonable fringe benefits paid by the Employer.
5. Throughout the period of the leave, the employee is not to be employed elsewhere unless they have prior written permission from the Assistant C.A.O./Human Resources to take other employment.
6. An employee **is** to return to regular employment with the employer after the leave of absence for a period that is not less than the period of the leave of absence.

In addition, the following shall also apply:

1. The Policy shall come into effect as of January 1, 1991, for members of the Local.
2. **All** carriers of employee benefits plans shall be notified of the agreement to enter into use of the plan, and:
 - a) shall be notified by the Employer at least three (3) months in advance when an employee is to start the actual leave permitted by the plan.

- b) shall maintain the level of benefits during the entire period of leave in accordance with the full salary paid immediately before the commencement of the leave.
- 3. Any employee undertaking said leave shall be informed prior to approval being granted, that for the purposes of Ontario Municipal Employees Retirement Systems pension contributions deductions and establishment of “accredited services” the employee shall be required to contribute based on the total of contributory earnings in any pay period and that during the time of absence, the employee is deemed to be on an authorized leave of absence which the member could purchase as “broken service” in accordance with the OMERS Act and Regulations.
- 4. In the event the employee becomes disabled while on leave, the employee shall not be eligible for Long Term Disability benefits prior to exhausting accumulated sick leave or 119 days of total disability has elapsed, whichever is the greater. This period commences from the employee’s expected return to work.
- 5. That any pertinent federal or provincial legislation which comes into effect hereafter shall be adhered to by the parties as of the date said regulations receive Royal Assent.

Renewed at Kitchener this 18th day of May, 2004.

THE REGIONAL MUNICIPALITY OF WATERLOO
PREPAID LEAVE PLAN FOR PERMANENT FULL-TIME
EMPLOYEES

(Also known as a Voluntary Self Funded Leave Plan)

MANDATORY TERMS AND CONDITIONS

A self funded prepaid leave policy has been developed and approved by Council, to afford full time employees the opportunity at the sole discretion of the Region, of taking a continuous "unpaid" leave of absence ranging from a minimum of either six **(6)** months up to a maximum of twelve (12) months, and to finance the leave through deferral of salary for the appropriate period. The following terms and conditions will apply:

1. Eligibility

All permanent **full** time Regional employees who have completed at least one (1) year of continuous full time service are eligible to participate in this plan. However, for unionized full time employees, such leaves are only available, where written and signed agreement has been reached with the particular union executive, regarding certain aspects of such leaves that may be in conflict with the applicable collective agreement.

2. Length of Leaves-Saladwage Deferral

- 2.1 Employees may apply for a salary deferral from a minimum of 20% to a maximum of 33 ½% of normal salary/wages received.
- 2.2 In addition, an employee may apply for a salary deferral period for a minimum of eighteen **(18)** months to a maximum of four **(4)** years.

FOOTNOTE: "Normal: salary/wages as used in 2.1 and 2.2 refers to an employee's normal and usual bi-weekly pay, and excludes all forms of premium pay.

3. Funding Deposits and Interest

- i) Deferred funds will be deposited into an interest bearing account in the bank normally used by the Region, and the Region will maintain a record of funds and interest for each individual employee approved for prepaid leave.
- ii) The total amount of accumulated salary/wage deferral funds will be paid to the employee in bi-weekly payments as appropriate for the approved period of the leave. In keeping with federal regulations the amount in respect of interest that may reasonably be considered to have accrued to or for employees to the end of the taxation year, shall be paid on an annual basis as required by Canada Customs and Revenue Agency.
- iii) Federal regulations also require that all amounts held for employees, must be paid to employees "no later than the end of the first taxation year that commences after the deferral period."

The Region's requirement of a maximum one (1) year leave period, will keep us in compliance with this Regulation.

- iv) Any cost of living increase, anniversary increase or any other type of permanent increase given to the employee during the deferral period, will be included for computation of the 20% amount to be deferred. Conversely, any decrease in salary/wages (eg. employee is successful in applying to a lower paying position), or any loss of salary/wages (eg. employee off on unpaid sick leave), occurring during the deferral period,

would result in an amount perhaps less than originally expected being paid to the employee during the leave period.

4. Application and Approval

- i) Employees must complete and sign a special Human Resources form and give it to their Divisional Director at least three (3) full months prior to the start date of the salary deferral.
- ii) The Divisional Director will then forward the application to the Assistant CAO - Human Resources, Chief Administrative Officer and Administration & Finance Committee in that order, for their approval.
- iii) The application will be returned to the employee after suitable approvals have been obtained. If not being approved, the employee will be given the reason in writing by the individual at the level responsible for not approving.
- iv) At least twelve (12) months must elapse before an employee can be approved for any subsequent prepaid leave.

5. Commencement of Leave

Prepaid leaves must commence immediately upon the cessation of the salary/wage deferral period.

6. Health/Welfare Benefits

The following benefits may be maintained by the employee during the leave period, with the employee paying 100% of the premiums. Employees must indicate on the application form when applying for the leave, if they wish benefits to be continued, and payment arrangements (see FOOTNOTE) suitable to the Human Resources Department must be made prior to the commencement of ~~the~~ leave,

or else all benefits will be immediately cancelled and the employee would have to make application for benefits in the usual manner and subject to our carrier's regulations, immediately upon returning to duties following cessation of the leave period.

- Major Medical
- * - Dental Plan
- * - Life Insurance & AD&D
- Long Term disability (LTD) (however, should an employee become disabled during the leave, the LTD benefit will not commence to be calculated and in the normal manner, until the employee's scheduled return to work date)
- OHIP
- * These benefits would be based on the employee's full salary prior to the leave commencing, and not the lesser salary.

FOOTNOTE: Arrangements for on-going payment of premiums by the employee must be made and maintained as per the arrangements agreed to with the Human Resources Department, or else all benefits being paid for will be immediately lost and reinstatement will be according to our carrier's regulations upon the employee's return to regular duties. Contributions to the Regionally sponsored Group RRSP during the period of deferment are made based on the gross earnings before any deferral amounts are withheld. Employees can make up the difference during the leave period through lump sum payments.

7. Withdrawal From the Plan

7.1 Prior to Leave Commencing

- i) Once salary deferral has commenced, employees can only withdraw from the plan under exceptional circumstances such as severe financial hardship etc.
- ii) **To** withdraw from the plan, the employee must make a request in writing to their Department Head, giving reasons etc., at least four **(4)** months prior to the scheduled start date of the leave. The Department Head will send the request to the Assistant CAO, Human Resources with any additional comments attached.
- iii) Regardless of the length of time that salary deferrals have been made, the employee withdrawing from the plan will receive payment of accrued funds plus that year's interest, in a lump sum.
- iv) If an employee is laid off during the salary deferral period, the employee will be required to immediately withdraw from the plan and accrued salary plus that year's interest will be paid in a lump sum to the employee.
- v) Should death occur to the employee during the salary deferral period, all accrued funds plus that year's interest will be paid to the estate of the employee in a lump sum.

7.2 After Leave Has Commenced

- i) Once the prepaid leave period off work has commenced, it cannot be cancelled by the employee, and must run through to its conclusion.

- ii) Should the employee terminate employment, retire etc. during the leave, normal termination/retirement procedures will be followed, and any accrued funds remaining will be given to the employee in a lump sum.
- iii) Should death occur to the employee during the period on leave, any accrued funds remaining will be paid to the estate of the employee in a lump sum.

The Region will ensure compliance with the foregoing.

8. Seniority, Vacation, Anniversary Increases etc. During the Leave

- i) Seniority will not accumulate, but will remain at the level attained at the start of the leave.
- ii) Union dues will be based on the full salary earned prior to the leave commencing, and will not be deducted from payments made to the employee during the period on leave.
- iii) Vacation level earned will remain at the level attained at the start of the leave; i.e. the period on leave will not be included in calculating vacation eligibility.
- iv) Vacation earned **but** not taken at the commencement of the leave period, will be paid out at the start of the leave, and based on the regular salary level.
- v) Employees who are not at the top of their salary range, will not be able to use the leave period for calculating upward movement in their range, i.e. the leave period is lost.
- vi) **An** employee's total of sick leave credits will remain at the total earned at the start of the leave and will not accumulate during the leave period.

- vii) Employees on leave will not be able to obtain any monetary withdrawal from their sick leave credits should they be ill or otherwise incapacitated during the leave period.
- viii) Should an employee require maternity, parental, and/or adoption leave such that these leaves as provided in the appropriate collective agreement or HR policy, would go beyond the scheduled date to return from the prepaid leave, it is up to the employee to apply for the period of leave that covers the period left remaining of the leave (i.e. the period between the normal return to duty date from prepaid leave, and the end of the maternity/parental/adoption leave), in which case, the terms and conditions specific to maternity/parental/adoption leaves in this Collective Agreement will apply.
- ix) Should an employee become ill during the period on prepaid leave, such that the employee cannot return to duty on the scheduled return date, it is up to the employee to get appropriate medical certification to their supervisor within three (3) working days of their scheduled return date, or else the "termination if absent from work without a reasonable excuse clause in the appropriate collective agreement or HR policy, will apply.

9. Return to Duties

- i) Federal regulations require that employees must return to regular employment with the Region after the leave of absence has ended, for a period that is not less than the period of the leave of absence. Therefore, employees who request approval for a minimum of six (6) month to a maximum of twelve (12) month prepaid leave, must agree to return to employment at the end of the 6 or 12 month period, for at least the same period of time.

- ii) Upon return to duty following completion of the leave, an employee will go back to the same position they held at the start of the leave. If the position for whatever reason is no longer available, the employee must bump another less senior employee in the union whose job they can immediately commence performing, and in accordance with the seniority regulations currently in the applicable collective agreement or H.R. policy.

No employee who is absent on a prepaid leave shall have their position made redundant or subject to layoff while that employee remains on prepaid voluntary leave.

10. General Conditions

- i) The Region assumes no responsibility or liability for any consequence arising out of the prepaid leave plan, as it relates to the effects on the Canada Pension Plan (CPP), the Ontario Municipal Employees Retirement System (OMERS), Canada Customs and Revenue Agency (Income Tax), Employment Insurance, Workplace Safety and Insurance Board, etc. The responsibility lies solely with the employee.
- ii) CPP contributions and Income Tax are deducted from the employee's pay during the period of deferment, based on the percent of the salary being paid (66 2/3% to **80%**). EIC deductions are based on 100% of the salary before the salary deferral is deducted. During the period of leave, no deductions for EIC are made.

Payment of Employee Health Tax is based on the lesser salary for the period of leave.

Employees on prepaid leave are not eligible to receive EIC payments during the leave period, as they are considered by them to still be on salary.

- iii) OMERS contributions during the period of deferment are made based on 100% of the employee's gross earnings before any deferral amounts are withheld. This period of "broken service" could be purchased by the employee sometime after returning to work. However, the employee is required to pay both portions to OMERS (i.e. the employer and the employee amounts). No contributions are made during the period **of** leave, by either the Region or the employee.
- iv) W.S.I.B. will not apply during the leave.
- v) Employees on a prepaid leave, will not be considered for employment in any other position that comes under Regional jurisdiction, for the period on such leave.

A P P E N D I X "D"

The signatures affixed to this Letter of Understanding, constitute understanding and acceptance of the following conditions respecting the implementation and maintenance of a Job Sharing Program.

1. All job sharers will be treated as permanent full-time employees and their employment will be governed by the Collective Agreement as applicable except as provided by specific variations ~~set~~ forth in this Letter of Understanding (see paragraph 8).
2. Job sharing positions may be considered by the parties when interest is expressed by employees or management. The approval of a Job Sharing arrangement will be at the discretion of either of the parties to this Letter of Understanding. A request initiated by employees shall identify those employees who will be paired to share the position. Seniority will not apply when the initial pairing is made.
3.
 - a) Subject to Management's discretion of approval in paragraph two above, all new job share arrangements shall be subject to a five **(5)** month trial period to assess the operational viability and compatibility of the job sharers.
 - b) During this trial period should either of the incumbents wish to return to their previous full-time position, or should the Region wish to end the job share as per 3 a) above, then the job share shall end and the incumbents in the job share shall return to their previous positions. Any other employee promoted or transferred as **a** result of the creation of the job share position, shall be returned to their former position without loss of seniority.
 - c) In the event that an employee is returned to their former position held during the trial period, and such position is filled by a new employee, the new employee will either be laid off until a suitable position becomes available, or for thirty (30) calendar days, whichever is the lesser, at which

time the newly hired employee will be terminated if no suitable position is available.

- d) The schedules and time worked by each of the employees will be negotiated by management and job sharers based on staffing and operational needs. When a replacement is required, the original schedule will be maintained unless a change is agreed to by all parties.
- 4. a) If a vacancy does not exist in a classification agreed upon by the **parties** to be job-shared, the parties may discuss the option of an individual employee or two employees relinquishing their rights to their full-time position and transferring to a job sharing position. If a job sharing position is created, the posting arrangement in paragraph 7 shall occur upon a subsequent vacancy occurring in the shared position.
- b) Preference will be given to employees with at least one year of service in the department.
- 5. Work assignments will be determined solely by management of the specific program.
- 6. Where a job sharer is replaced temporarily for a period not exceeding eight (8) months or sixty-one (61) weeks for employees filling in for maternity leaves, such temporary replacements will not become job sharers but will remain as part-time employees.

If a full-time employee has submitted a timely request for an opportunity of working as a replacement for a Job Sharer on leave of absence, the Employer will consider such request so that an existing employee can try Job Sharing. If the full-time employee is accepted to temporarily replace the Job Sharer, the full-time employee will be replaced temporarily and she will be returned to the full-time position upon the return of the Job Sharer at the end of the leave.

7. a) If one of the job sharers permanently leaves the arrangement, the remaining job sharer will be given the option of reverting to a full-time employee in the previously job shared position. **If the remaining job sharer does not wish to revert to full-time status and the Region determines that the job share arrangement is still operationally viable, the resulting job sharing vacancy will be posted.** If there **is** not a successful applicant, **or the Region determines that the job share is no longer operationally viable,** the job sharing position must revert to a full time position. The remaining job sharer will again be given the option of continuing full-time in the previously job shared position. Otherwise, the full-time position must be posted in accordance with the terms of the Collective Agreement. Employees hired externally from a job share posting shall be required to work for a minimum of twenty-four (24) months in the job share position before being permitted to apply for full-time positions.
- b) There is no requirement for one job sharer to replace the other during vacation, illness, or other absences, or for them to arrange for coverage for their position during such absences. However, both parties realize the benefit of having the job sharers cover each other's absences and therefore replacing each other for absences is an option available with the agreement of the individuals and their supervisor.
8. The Collective Agreement applies as written to the job sharers with the following exceptions:

Article 2 – Recognition and Definitions

Job sharers are recognized as part of the 1883 bargaining unit. They are differentiated from persons regularly employed not more than twenty-four (24) hours per week as they are sharing a full-time position.

Job Sharers - Job sharers are permanent employees who share a full-time position. Their rights are met as set out under this appendix and the existing Collective Agreement.

Article 4 - Check off Union Dues

Monthly union dues will be deducted from each Job Sharer and such dues will be based on individual earnings.

Article 8 – Seniority

8.01 a) If an employee is hired externally to participate in the job sharing program, the probationary period shall consist of one hundred (100) actual days worked (or the equivalent).

Job sharers seniority will accrue on a prorated basis from their start date as a job sharer.

8.02 The seniority accrued by job sharers will be maintained on the seniority lists of permanent full-time employees.

8.03 c) After first sentence insert:

For job sharing positions posted as required by paragraph seven of this Letter of Understanding, seniority will apply as above with the following conditions; management will have the right to select a less senior employee based on compatibility factors, such as scheduling availability, suitability of working with the other job sharer, and such other related factors which apply to the requirements of the job.

8.06 e) The “three (3) working days” shall mean “three (3) scheduled working days” for job sharers.

Article 9 - Job Vacancies

Job sharers have the opportunity to apply for postings as permanent full time employees set out in the Collective Agreement. While it is understood that job sharers are considered permanent full time employees, they must apply for postings to alter their status from job share to full time (except as per article 7 (a) above).

Article 12 - Grievance Procedure

Grievances will be considered as individual grievances, unless the alleged incident applies uniformly to both job sharers.

Article 15 - Specified Holidays

Each job sharer who has completed the equivalent of thirty (30) calendar days or more of continuous service, is entitled to eight (paid) specified holidays regardless of the day on which the holiday occurs as specified in the Employment Standards Act.

Article 16 - Vacation

Each job sharer will receive a vacation period based on vacation time earned. The amount of vacation pay at the time vacation is taken shall equal the pay for the Job Sharer's normal weekly or bi-weekly pay. (ie. a Job Sharer's normal weekly or bi-weekly work period shall have two and one-half days per week of eligible paid vacation).

Article 17 - Leave of Absence

Jury Duty - Job Sharers shall be granted leave **with** regular pay to serve as a juror for their scheduled days of work but not more than the scheduled hours of work on those days.

Bereavement Leave - consecutive days leave of absence with pay will only apply if the job sharer is scheduled to work during the period defined.

Maternity or Adoption Leave - Job Sharers shall accumulate prorated seniority while on leave.

Eligibility will be determined in accordance with Regional policies. The vacancy will be filled by a part-time employee. On return to work the job sharer shall be returned to the job sharer's former job sharing position.

Personal Leave - the vacancy resulting from any leave approved shall be filled by a part-time employee.

Article 18 - Hours of Work, Schedules, Breaks and Reporting

The pair of job sharers combined will be scheduled to work thirty-five (35) hours per week or forty (40) hours per week depending on the normal hours of work defined for the shared position.

Article 19 - Premium Pay and Allowances

Overtime - Authorized overtime will only be paid when a job sharer works in excess of seven (7) hours a day, thirty-five (35) hours a week or in excess of eight (8) hours a day, forty (40) hours a week, and will be paid to the participant actually working the overtime hours.

Meal Allowance - Only one job sharer will receive the meal allowance, and it will be the one whose extra hours created the eligibility for the meal allowance.

Article 20 - Absence from Work

20.02 (a) Three (3) consecutive working days shall mean three (3) consecutive scheduled working days for job sharers.

Article 23 - Health and Welfare Benefits

Sick Leave - The accumulation of sick leave for job sharers shall be prorated according to the proportion of the full-time job the job

sharer works and on the basis that a full-time employee accumulates one and one-half (1.5) days of sick leave for each continuous month of service. A job sharer's sick bank shall be debited one hour for every hour off sick.

Employee Benefit Program

Job Sharers shall participate in the following employee benefit programs:

- i) Extended Health Care
- ii) Dental Plan as noted in Article 23.04
- iii) Group Term Life and AD&D Insurance
- iv) Sick (Personal and Family) Leave Plan
- v) Ontario Municipal Employees Retirement System

The employee will pay the proportionate cost of the assessed average monthly billing for i) Extended Health Care and ii) Dental Plan. The proportionate cost will be based on the normal weekly hours of work and the total normal weekly hours not worked by each Job Sharer.

The insured amount for iii) Group Term Life and AD&D shall be calculated on each Job Sharers annualized base earnings and the premium cost shall be paid by the Region.

This part, on Benefit Programs, shall apply to all Job Sharers placed in shared positions after the date of this Letter of Understanding. Those Job Sharer's placed in shared positions prior to the date of this letter, may choose the benefits above or to be paid a percentage in lieu, except they must be in the Sick Leave Plan and the Ontario Municipal Employee's Retirement System. The percentage in lieu amount shall be seven (7%) percent of base wages (13% reduced by the Employer's 6% OMERS contribution).

Article 28 - Salaries/Wages - Car Allowance

28.03 Each job sharer will be paid in accordance with the hourly rate listed in Appendix A. (adjusted for statutory holiday pay). The one and two year rates will apply after a job sharer works the equivalent of a full-time working year for each rate respectively.

Renewed at Kitchener, Ontario this 5th day of May, 2004.

For the Canadian Union of
Public Employees, Local 1883

Wayne Brabazon

Pam Haig

Annette Smith

Linda Thurston-Neelev

Jan Richards

Val Inglis

Heather Grassick

For the Regional Municipality
of Waterloo

Larry Kotseff

Karen Dreher

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LETTER OF UNDERSTANDING
-between-
THE REGIONAL MUNICIPALITY OF WATERLOO
-and-
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883

RE: Union Leave for President, Miscellaneous

Part 1

Part 1 of this letter outlines the expectations for Union Leave for the CUPE Local 1883 President.

1. During normal working hours the President is expected to:
 - a) Not make out-going union calls.
 - b) Refer in-coming calls to the union phone number and office hours.
 - c) Not conduct union meetings without prior approval.
 - d) Not process union paper work.
 - e) Endeavour to schedule union meetings outside the normal working hours.
2. During union leave hours the President is expected to:
 - a) Conduct any union business as the local sees fit.
 - b) Return phone calls.
 - c) Meet with employees provided employees have permission to be away from the workplace.
3. The Union agrees to inform the membership of the Union phone number and hours that the President is available.
4. Exceptions may be permitted with prior consultation.

Part 2

1. The Region will provide the Union with access to E-mail/fax/voice mail applications to conduct labour relations business. The Union and the Region will meet to discuss the feasibility of the Union using E-mail to communicate with the membership.
2. Both parties agree to undertake to provide their officials with joint training on the Collective Agreement.
3. Following union elections, the parties will undertake to jointly advise the supervisors of union officials of the scope and nature of their union activities, and their legitimate and necessary impact on the workplace.
4. The Region will undertake to provide appropriate coverage for executive members while away from their normal duties on union business.
5. The Region will provide the Union with access, as required to a private meeting room and telephone at Regina Street and 150 Frederick Street.

Renewed at Kitchener, Ontario this 12th day of May, 2004.

For the Canadian Union of
Public Employees, Local 1883

Wayne Brabazon
Pam Haig
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-between-
THE REGIONAL MUNICIPALITY OF WATERLOO
-and-
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883

Re: Joint Health & Safety Committees/Core Committee

During the course of negotiations the Region and the Union discussed several health and safety issues and agreed to the following:

1. The number of CUPE Local 1883 representatives on the Joint Health and Safety Committee will be jointly agreed upon by the parties. They are as follows:

Main Street - Cambridge	- 2 representatives
Regina Street	- 3 representatives
Administration	- 4 representatives
Landfill	- 2 representatives
Laboratory	- 4 representatives
Social Housing	- 3 representatives
235 King Street East	- 2 representatives
2. The CUPE Local 1883 Committee representatives will meet minimum competency standards as set out in the Occupational Health and Safety Act. The parties reaffirmed the commitment to continue education workshops for CUPE Local 1883 committee members from a variety of training sources.
3. The Region will seek to have each Joint Health & Safety Committee within the jurisdiction of 1883 develop terms of reference.
4. The Region will seek to facilitate the exchange of minutes of meetings between the Joint Health & Safety Committees and the

Health and Safety representatives in locations without committees.

5. The Region will seek the co-operation of all unions in order to form a Core Health and Safety Committee. The purpose of the Committee is to exchange health and safety information and create articles that can be incorporated into the Region News. These articles might include information on the Committee initiatives, the Region's health and safety record or provide a focus on a specific aspect of health and safety in each issue.

The Core Committee will meet **once** per year **or more often if required** and will be comprised of the Co-chairs of the Joint Health & Safety Committee throughout the Region.

Renewed at Kitchener this 17th day of May, 2004.

For the Canadian Union of
Public Employees, Local 1883

For the Regional Municipality
of Waterloo

Wayne Brabazon

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LETTER OF UNDERSTANDING
- between -
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
- and -
THE REGIONAL MUNICIPALITY OF WATERLOO

RE: Occupational Health and Safety Act

The Region shall in all cases meet or exceed the provisions of the Occupational Health and Safety Act, which is understood to provide only the base minimum standards for health and safety of employees.

Accordingly, in the event that any proposed amendments to the Occupational Health and Safety Act are passed by the Legislature of Ontario, regarding "Part V - Right to Refuse to Stop Work Where Health and Safety in Danger", the parties agree that they will continue to be bound for the life of this Agreement by Part V of the "Occupational Health & Safety Act and Regulations for Industrial Establishments" that is in force as of the date of signing of this letter. The parties will meet to incorporate the provisions of Part V and any other mutually agreed health and safety standards into the Collective Agreement.

Renewed at Kitchener this 12th day of May, 2004.

For the Canadian Union of
Public Employees, Local 1883

Wayne Brabazon
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LETTER OF UNDERSTANDING
- between -
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
- and -
THE REGIONAL MUNICIPALITY OF WATERLOO

**E: Temporary Full Time Employees Employed Through SEEP
Funding**

This **is** to confirm the agreement of the parties that employees hired through funding provided by **SEEP**, will remain temporary full-time employees for a twelve (12) month period, or such longer period as provided for through the funding formula under the program.

Either party reserves the right to revoke this agreement upon 60 days written notice.

Renewed at Kitchener this 21st day of April, 2004.

For the Canadian Union of
Public Employees, Local 1883

For the Regional Municipality
of Waterloo

Wayne Brabazon

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LETTER OF UNDERSTANDING

- between -

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883

- and -

THE REGIONAL MUNICIPALITY OF WATERLOO

RE: Ontario Works

The parties recognize that the Region of Waterloo's "Ontario Works Business Plan" or its successor or similar plan will not be used to displace or replace any paid work of full-time employees, part-time employees, or students or volunteers, if any. The Region agrees that "Ontario Works" clients/placements shall not be placed into any position that is covered in whole or in part by Article 2.01 or any position that has been vacated by retirement, resignation, promotion, technological or organizational change, layoff or by acceptance of a V.E.O. unless the position has been vacant for more than 3 years.

Renewed at Kitchener, Ontario this 21st day of April, 2004.

For the Canadian Union of
Public Employees, Local 1883

For the Regional Municipality
of Waterloo

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LETTER OF UNDERSTANDING
- between -
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
- and -
THE REGIONAL MUNICIPALITY OF WATERLOO

RE: Flexible Hours of Work

The parties to the Collective Agreement hereby agree to a system of flexible hours of work as set out herein, provided no disruption to normal service required by the Region is thereby created.

It is understood that different employee groups or occupational groups may have different work requirements and the application of flextime may vary within the Region's employment.

1. The core hours of work, exclusive of lunch break, shall be between 9:00 a.m. and 3:00 p.m. and employees shall ensure that these hours are part of each work day.
2. All employees shall work the regular seven (7) hours per day and 35 hours per week, or eight hours per day and 40 hours per week for those so designated in Schedule "A" of the Collective Agreement. Overtime shall be those hours worked beyond the seven (7) or eight hours in a day or 35 or 40 hours in the week as the case may be.
3. A request for hours of work other than normal business hours (8:30 a.m. to 4:30 p.m.) shall be made in writing by the employee to his/her immediate supervisor, who shall give his/her reply to the employee on the form within a reasonable period of time and reasons for the decision as may be required including any possible alternative to flex hours requested.

Any subsequent request from an employee to change hours of work shall be submitted on the form at least five days before the change is desired, whenever possible. Request for change can be for several reasons ie:

- a one day change for an appointment for medical or, personal reason
- a need to work part of the week at normal business hours and part flex for family reasons
- a seasonal timetable influenced by hours of daylight

If the immediate supervisor subsequently determines that an approved flex time arrangement is not satisfactory, the immediate supervisor **will** initiate a change in the hours of work of the employee(s) affected. In such circumstances and on not less than one weeks notice, the employee(s) will revert to normal business hours of work or to such other flexed hours that the employee(s) may agree.

4. Employees will have the option of including in their flex hours an alternative lunch period to the normal one hour so that the said break will last no more than 1 ½ hours, (in ¼ hour increments wherever possible) except as provided herein. The lunch break must be at least ½ hour in length and must be taken after no more than five hours of work as required by the Employment Standards Act. The lunch break may be taken between 11:00 a.m. and 2:00 p.m. in accordance with item 3 above.

In the event that client services requires an employee to be available as late as 6:00 p.m. that employee may opt to take lunch break of up to 2 hours on that occasion.

5. Whenever employees are competing for the prime flex hours or the most popular quitting time, a method of rotation will be established, if necessary, which is most suitable to the needs of the division/section so that all employees can have a fair opportunity to

enjoy the prime flexed hours. Rotation shall be determined on a seniority basis with the most senior employee taking the first rotation, the next senior and so on.

6. During periods of vacation or sickness, the flex time routine may have to be interrupted to ensure adequate service coverage. Cooperation of employees and management will be essential at those times.
7. Any disputed request may be referred to a union - management meeting for discussion.

Renewed at Kitchener, Ontario this 18th day of May, 2004.

For the Canadian Union of
Public Employees, Local 1883

For the Regional Municipality
of Waterloo

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THE MAINTENANCE PROCESS
FOR THE JOB EVALUATION/PAY EQUITY PLAN

1. Maintenance Review Rating Committee - to evaluate new and/or changed jobs.

Composition of the Maintenance Review Rating Committee:

- a) A non-voting chairperson who shall be the Director, Employee Relations, or another person knowledgeable in job evaluation who is acceptable to both parties.
- b) Three members of the Union, (appointed from the Union Appeal Advisory Committee,) of whom two shall have been previously trained in the use of the Plan, and have voting rights, and one non-voting observer.
- c) Three representatives of the Employer, of whom two shall have been previously trained in the use of the Plan, and have voting rights, and one non-voting observer.

The Maintenance Review Process:

- a) New jobs which are developed by the Employer to meet the needs of the operation shall be dealt with as set out in Article 9.07 of the Collective Agreement, and the appropriate hiring shall occur.
- b) Existing jobs which have a change which impacts the job's skill, responsibility, effort or working conditions will require a new approved job description to reflect the job changes, duly signed by the appropriate Supervisor, Department Head, **Director**, Employee Services and Systems, and the Assistant CAO, Human Resources prior *to* being submitted to the Maintenance Review Rating Committee.

A Joint Screening Committee will be established to issue a decision as to whether a job submitted is eligible under the above conditions for review. The Joint Screening Committee will consist of up to two management members and up to two union members with equal representation from the union and management.

The decision of the Screening Committee is final and binding.

If the Screening Committee is unable to reach a consensus, the job shall be submitted to the Maintenance Review Rating Committee for review.

- c) A request for job maintenance review will be completed and forwarded to the Human Resources Department who will forward a copy to the Local 1883 Maintenance Review Chairperson and a copy to the Secretary of Local 1883.
- d) Following the evaluation of a job, the Maintenance Review Rating Committee shall interview all applicants conjointly with their supervisor. In the case of multi-incumbent positions, a representative chosen by those incumbents, shall be interviewed with a direct supervisor and the Manager or Director of the program/division.
- e) Once a job has been reviewed by the Maintenance Review Rating Committee, that job classification shall not request another review by the Maintenance Review Rating Committee until a full year has elapsed from the date of the previous Maintenance Review.

Maintenance Review Rating Committee Mandate:

- a) The Committee shall meet twice annually or more often if required, and using the Rating Plan, shall review all new jobs or jobs which are seen to have changed in skill, effort, responsibility, and/or working conditions.

- b) The Committee shall function with the same rules as the original Joint Job Evaluation Committee. (See Rules)
- c) The Committee will not be required to deal with unsigned or incomplete job descriptions and materials. The parties to the agreement may make special provision to have the Maintenance Review Rating Committee rate an unsigned job description. Such provision will be negotiated on an individual basis.
- d)
 - i) Those employees in new jobs or with amended job descriptions where the change occurred between June 1989 and the date of the first Maintenance Review Rating Committee meeting, will have retro-activity of the change assessed individually by the Maintenance Review Rating Committee. Any retroactivity will be decided by the Maintenance Review Rating Committee and will be paid effective the same dates, at the same rates, as the adjustments agreed to under the Job Evaluation/Pay Equity Plan.
 - ii) After the first Maintenance Review Rating Committee meeting, the following will apply:

In the event a job is put before the Maintenance Review Rating Committee, the Region shall arrange for payment of any earned retroactive pay, with the effective date being the date upon which the review was requested, or the start date of the incumbent in the new or changed job classification, but at any rate shall be no longer than six (6) months prior to the date the Maintenance Review Rating Committee reviews the job. If for any reason the job is not reviewed at the next Maintenance Review Rating Committee meeting, the retroactive pay will have an effective date of the date upon which the review was requested, or the start date of the incumbent in the new or changed job classification.

- e) Where a change in the job rating occurs as a result of the Maintenance Review Rating Committee's decision and a lower wage rate will apply the incumbent's wage rate (as set by management under Article 9.07) shall be identified as being "out of schedule". The incumbent will be paid the rate identified which shall be increased annually by the negotiated cost of living increases, until the incumbent leaves the position or the job ceases to exist or is altered upwards in value. Where an incumbent leaves a job identified as being "out of schedule" the new incumbent to the position shall be paid the wage rate applicable to the new job grade to the position.
- f) The Maintenance Review Rating Committee shall submit their decision to the Assistant CAO, Human Resources, with a copy to the Secretary of Local 1883.
- g) The Assistant CAO, Human Resources shall, in writing inform the head of the department of the decision of the Maintenance Review Rating Committee with a copy to the incumbent(s), and a copy to the Secretary of Local 1883 within 15 days of receiving the decision.

GENERAL RULES OF PROCEDURE
ORIGINAL JOINT JOB EVALUATION COMMITTEE

The following rules will apply equally to the Appeal Committee and the Maintenance Review Committee:

The Committee is authorized:

1. To examine the ratings to ensure the evaluation was based on the true job content and job requirement and not on the personal attributes of the incumbent.
2. To identify any errors in the rating due to omission or miscalculation and to recommend a correction of such error.

3. To re-examine the degree levels assigned to ensure that the levels are the ones that most closely fit.
4. To re-examine the rationale behind the evaluation to ensure the rationale is valid.
5. To assess that appropriateness of the ranking of the position in relationship to other positions in the department and the Region as a whole.
6. To have access to all documents and information relevant to the evaluation of the position.
7. To interview the incumbent conjointly with the supervisor or a representative from the department.
8. To seek technical advice from outside as it deems fit.
9. To jointly develop any additional rules of procedure.
10. The Rating Committee shall not change the interpretation of the Job Evaluation/ Pay Equity Plan Factor Definitions or Notes to Raters. If the Rating Committee wishes to make amendments to the Job Evaluation/Pay Equity Plan, the Rating Committee shall submit their recommendations for any amendments to the Union Executive and the Assistant CAO, Human Resources for possible amendment.

GENERAL RULES FOR COMMITTEE MEMBERS

1. A member may not sit on the Committee in any of the following cases:
 - a) the member is the incumbent appealing the evaluation
 - b) a member is in a position to benefit personally or operationally from the results of an evaluation, or

- c) the member is part of a generic classification for which another incumbent has appealed.
- 2. Where a conflict exists as in 1) above, a back-up member of the Committee shall sit instead of the member while said conflicting evaluations are being reviewed, or if deemed best by consensus of the Committee, for the whole of the remainder of the appeal session.
- 3. All proceedings of all committees shall be recorded and the results agreed upon, in writing by the parties.
- 4. All reports to the Assistant CAO, Human Resources shall be signed by the Chairperson and each of the members of the committee.
- 5. All decisions by the Maintenance Review Rating Committee shall be considered final.
- 6. If the Maintenance Review Rating Committee is unable to reach consensus, the rating of the job shall be referred to the C.A.O. or designate and the National Union Representative who shall constitute the Dispute Resolution Panel. The decision of the Panel is final and binding on both parties. If the panel is unable to reach consensus, the rating of the job will go before a single arbitrator whose decision will be final and binding on both parties.
- 7. All matters discussed by all of the committees shall be confidential and remain so except where, by consensus, content of discussions etc., are considered appropriate to transmission to another source to resolve any perceived on-going problems.

Renewed at Kitchener, Ontario this 18th day of May, 2004.

For the Canadian Union of
Public Employees, Local 1883

For the Regional Municipality
of Waterloo

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LETTER OF UNDERSTANDING
-between-
REGIONAL MUNICIPALITY OF WATERLOO
-and-
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883

The Parties agree to **continue meeting** for the purpose of reviewing the existing Job Evaluation/Pay Equity Plan and Maintenance Process. The review may include any and/or all aspects of the subject plan/process. Where the Parties reach agreement to recommend amendments, modifications or changes to the plan and/or maintenance process, the parties shall recommend such agreement to their respective parties **no later than December 15, 2004.**

Signed at Kitchener, Ontario this 11th day of May, 2004.

For the Canadian Union of
Public Employees, Local 1883

For the Regional Municipality
of Waterloo

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LETTER OF UNDERSTANDING
- between -
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
- and -
THE REGIONAL MUNICIPALITY OF WATERLOO

Re: Workplace Safety and Insurance Board Compensation

Should the rate of compensation benefits be reduced, the employee shall continue to receive full pay from the Region, subject to the provisions of article 28.05. The additional percentage of pay (wage top up) shall be made up by increasing the charge against the sick leave credits, an amount which shall be mutually agreed upon between the Region and the Union.

The Region shall not seek to amend the current charge against the sick leave credits of one (1) hour per day unless the rate of compensation benefits is reduced below eighty-five (**85%**) percent of net pay.

In the event that any amendments are passed in the Legislature, the parties will meet within thirty (30) days to discuss the impact of such amendments on employees.

Renewed at Kitchener this 21st day of April, 2004.

For the Canadian Union of
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LETTER OF UNDERSTANDING
- between -
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
- and -
THE REGIONAL MUNICIPALITY OF WATERLOO

RE: Job Differential

Employees who are temporarily assigned to perform a supervisor's normal duties of assigning, delegating, co-ordinating and overseeing the work to be performed, in addition to their own duties, will be paid a pay differential of 7.5% on their rate of pay for the duration of the assignment.

Renewed at Kitchener this 12th day of May, 2004.

For the Canadian Union of
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For the Regional Municipality
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LETTER OF UNDERSTANDING
- between -
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
- and -
THE REGIONAL MUNICIPALITY OF WATERLOO

RE: Merger, Amalgamation and Contracting Out

Contracting Out

Should the Region consider making a recommendation to any committee of Council to contract out a service which has not been previously contracted out or performed by employees covered by this collective agreement and where such work or services could be performed by employees in the bargaining unit, the Region will give the Union thirty (30) days advance written notice. The purpose of this written notice to the Union is for the purpose of reviewing the reasons for the recommendation and for reviewing possible alternative options.

Merger and Amalgamation

Should the Region plan to merge, amalgamate or combine any of its operations or functions with another municipal employer or private sector employer or transfer any of its operations or functions to another municipal employer or private sector employer, the Region will contact the Union as soon as possible.

The Region and Union representatives will, without delay, meet to discuss the Region's plan. The parties will meet with the new municipal employer(s) or private sector employer in order to attempt to resolve the retention of seniority rights, salary and wage levels, vacation and premiums, for each employee who may be transferred to the other municipal employer or private sector employer.

The Region will make best efforts to work with the Human Resources departments of all affected municipalities to reduce adverse organizational and administrative impact to the greatest extent possible on affected

employees. The Region will ensure that the Union is informed of its best efforts on a regular basis.

In the event an employee in this bargaining unit in the Region of Waterloo is displaced (ie: laid-off) as a result of an amalgamation or merger, the individual shall have the following options:

- i) placement in any vacant position within the bargaining unit for which the employee possesses the skills and ability.
- ii) bumping any less senior employee, provided the employee already possesses the necessary skill and ability to perform the work available, with a ten (10) working day orientation period. Employees shall be allowed to bump to a higher paid classification.
- iii) training, at the Region's expense, for a period of time not to exceed 500 hours over a six (6) month period, to provide the employee with the skills required to fill an existing vacancy of equal or lesser classification. This training option will remain available for twelve (12) months following the day of lay off.

No employee shall be hired into the bargaining unit by the Region until all qualified employees who are on lay off due to the amalgamation or merger have been notified and considered for the vacancy in accordance with Article 8.06.

Amended at Kitchener this 21st day of April, 2004.

For the Canadian Union of
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For the Regional Municipality
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LETTER OF UNDERSTANDING
- between -
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
- and -
THE REGIONAL MUNICIPALITY OF WATERLOO

RE: Voluntary Exit Option (V.E.O.)

WHEREAS the Council of the Regional Municipality of Waterloo has approved a Redeployment Strategy for unionized full-time and part-time permanent employees who are declared surplus as a result of their position being declared redundant,

AND WHEREAS, the parties acknowledge that such redundancies may occur through such things as the Corporate Effectiveness Review, Re-organization of Programs, Federal and Provincial budget cuts, Strategic Planning Initiatives, or for other reasons.

THEREFORE, the parties hereto agree as follows:

ARTICLE 1 - SCOPE

- 1.01 To the extent that this Agreement conflicts with the terms of any of the existing Collective Agreements between the parties, the terms of this Agreement shall prevail over the terms of the Collective agreement (unless otherwise specified), for as long as this Agreement shall remain in effect.

ARTICLE 2 - GENERAL

- 2.01 That the respective union can appoint one representative to the CER Program Team or similar committee. In addition, the Employer can request program staff to participate on a CER Program Team.

- 2.02 The Employer will endeavour to secure participation of Region of Waterloo Employees in the Federal Workforce Reduction Program.
- 2.03 Every effort shall be made by the parties to mitigate adverse effects on bargaining unit members who are declared surplus as a result of their position being declared redundant through the Corporate Effectiveness Review, Re-organization of Programs, Federal and Provincial budget cuts, Strategic Planning Initiatives, or for other reasons.
- 2.04 When the Region is considering making changes which may result in a position being declared surplus or redundant, the Region shall notify the respective Union as far as possible in advance of its intentions and plans, but not less than the time provided for in the respective Collective Agreements, for the purpose of giving the Union an opportunity to have input with regard to these matters prior to implementation. The notification shall include the nature of the change, the date of the proposed change, the position, and the approximate number of employees likely to be affected. This information will be updated as the plans are refined.
- 2.05 All pertinent data, including seniority lists and job descriptions, shall be provided by the Employer to the Unions. As well as new job descriptions, if applicable.
- 2.06 The parties agree to develop a standard letter outlining the Voluntary Exit Option (V.E.O.) which will be given to each affected employee.

ARTICLE 3 - VOLUNTARY EXIT OPTION (V.E.O.)

- 3.01 Prior to issuing a notice of a permanent or long-term layoff, which will result in a permanent or long-term layoff, which will result in a permanent employee losing employment, due to such employee being declared surplus or redundant, the Employer will offer Voluntary Exit Options (V.E.O.) to permanent employees. These

offers will be made in writing to all permanent employees in the affected job classification within the bargaining unit.

For purposes of clarification the parties agree that no temporary employees (as defined in the respective collective agreements) in a job classification will continue to be employed while any permanent employees are on lay-off.

- 3.02 The maximum number of employees who can participate in the V.E.O. within the affected job classification must be equivalent to the number of employees within the affected job classification who would otherwise receive notice of layoff. All employees will receive the offer of V.E.O. simultaneously. These employees shall advise the Employer of their decision whether or not to elect a V.E.O. within two weeks of being advised of the offer. **If** the response exceeds the number required then seniority will prevail in the following sequence:

- (a) within the affected job classification within the division
- (b) within the affected job classification within the dept.
- (c) within the affected job classification in other depts.

* affected job classifications will include similar job classifications where feasible. (eg. Clerk III (Home Child Care) vs. Clerk III (Day Care).

All remaining employees in the affected job classification will be reassigned based on seniority and as required within the job classification.

- 3.03 An employee who accepts the V.E.O. shall have the option of receiving a payment in the form of a lump or salary continuance, upon relinquishing all recall rights. This payment shall equal one months' income for each year of service, plus a prorated amount for any additional partial year **of** service, to a maximum of 12 months of

income. In addition, an employee between the ages of 55 and 65 shall receive a lump payment of \$3,000.00.

A weeks' income is defined as per Schedule 'A' or Appendix 'A' in the applicable Collective Agreement.

- 3.04 Extended Health, Dental and Life Insurance Plans will continue to cover employees who choose the salary continuance payment, for a period of time equal to the time represented by the payment, but employees will not be entitled to long term disability (LTD) or sick leave benefits during this time.

Employees between the ages of 55 and 65 who elect a V.E.O. and who prior to the expiration of their salary continuance payment **elect** to retire, will be eligible for retiree benefit coverage as per the respective collective agreement.

- 3.05 Where an employee accepts the V.E.O. and, on production of receipts from an approved educational program within twelve (12) months of leaving the Region, they may be reimbursed for 100% of tuition fees **up** to a maximum of \$2000.00.
- 3.06 Counselling regarding the V.E.O. options and implications will be made available to any employee requesting same.

ARTICLE 4 - COMMUNICATION

- 4.01 As outlined in Article 2.02 of this Agreement, the Communication regarding job redundancies will occur with the union executive.

Senior representative of the Region will meet with the union coalition to share relevant information. Due to the internal process involved in developing and approving action plans in response to this information, the sharing of this information may, on occasion, need to be done in a confidential manner.

ARTICLE 5 - DISPUTE RESOLUTION PROCESS

5.01 Dispute which arise regarding the interpretation or general application of this Agreement, will be processed as follows:

- (a) The union/complainant must set out all the particulars related to the dispute in writing and deliver it to the Director of Employee Relations within seven (7) calendar days of the circumstances occurring which gave rise to the complaint.
- (b) The Director of Employee Relations must meet with the complainant and the respective Grievance Committee within seven (7) calendar days of receipt of the written complaint to resolve the issue.
- (c) If the meeting fails to produce a resolution to the complaint, satisfactory to all involved parties, the union representing the complainant has seven (7) calendar days to request arbitration and advise the parties in writing.
- (d) A sole Arbitrator will be selected from a list of three (3) arbitrators agreed upon by the parties to resolve any disputes pertaining to the interpretation or general application of this Agreement.
- (e) The Arbitrator will be a "Mediator-Arbitrator" and must first engage the parties in mediation efforts before making a final and binding decision, if necessary.
- (f) Arbitration will take place within the frame work of the Ontario Labour Relations Act. The Arbitrator shall not have any power to alter, modify, amend or change any of the provisions for any existing provisions, or to add any new provisions, nor to give any decision which is inconsistent with the terms and contents of this Agreement.

- (g) The fees and expenses of the Arbitrator shall be divided equally among the participating parties.

ARTICLE 6 - TERM OF AGREEMENT

6.01 This Agreement shall commence on the date hereof, and shall remain in effect until **June 30, 2007**, unless either party gives sixty (60) calendar days notice in writing to the other party of its desire to terminate, revise or amend this Agreement. However, it is understood that this term may be extended for a further period by agreement of the parties.

Renewed at Kitchener, Ontario this 21st day of April, 2004.

For the Canadian Union of
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LETTER OF UNDERSTANDING
- between -
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
- and -
THE REGIONAL MUNICIPALITY OF WATERLOO

Re: Compressed Work Week

The parties agree to meet within four (4) months of the ratification of this Collective Agreement for the purpose of discussing the concept and feasibility of introducing a compressed work week program on a trial basis.

Signed at Kitchener this 18th day of May, 2004.

For the Canadian Union of
Public Employees, Local 1883

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- between -
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
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Re: Clothing

The parties agree to meet after ratification to discuss possible amendments to Article 22 - Clothing. The parties agree that there shall be no reduction to the clothing allowance for employees.

Signed at Kitchener this 13th day of May, 2004.

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LETTER OF UNDERSTANDING
- between -
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
- and -
THE REGIONAL MUNICIPALITY OF WATERLOO

Re: Weekend Work

The parties agree to meet within six (6) months of the ratification of this Collective Agreement for the purpose of discussing the concept and feasibility of introducing hours of work which include Saturdays and Sundays where service or legislative requirements dictate such as necessary.

The parties agree that no current employee will be required to work on Saturday or Sunday without their agreement.

Signed at Kitchener this 13th day of May, 2004.

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LETTER OF UNDERSTANDING
- between -
THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1883
- and -
THE REGIONAL MUNICIPALITY OF WATERLOO

Re: Retiree Benefits

The parties agree that following ratification of this memorandum of settlement the parties will meet to discuss and exchange information concerning the premium costs of providing employee benefits to retired members at group insurance rates from Sun Life on a 100% purchase basis by retired employees.

Signed at Kitchener this 18th day of May, 2004.

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For the Regional Municipality
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